

GUIDELINES FOR MASTERS DEGREE PROGRAM IN AGRICULTURAL AND EXTENSION EDUCATION

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TABLE OF CONTENTS

FORWARD.....	iv
MISSION.....	v
I. PHILOSOPHY.....	1
II. ADMISSION PROCESS.....	3
A. ADMISSION REQUIREMENTS	
B. ADMISSION MATERIALS	
C. STATUS OF ADMISSION	
Regular Student	
Provisional Student	
III. DEGREE GUIDELINES.....	8
A. GRADUATE ADVISOR	
B. CURRICULUM REQUIREMENTS	
C. PLAN OPTIONS	
1. Thesis	
2. Non-Thesis	
3. Post-Baccalaureate Non-Degree Program	
D. DISTANCE CLASSES	
E. MINOR AREAS OF STUDY	
F. GRADUATE COMMITTEE	
G. PROGRAM OF STUDY	
H. CANDIDACY MEETING	
I. FINAL EXAMINATIONS	
J. TRANSFER OF CREDITS	
K. TIME LIMIT	
L. AXED MINOR	
M. GRADUATION	
IV. ACADEMIC STANDARDS.....	17
A. CREDIT FOR COURSES	
1. Course Load	
2. Workshops and Institutes	
3. Maximum Credit	
B. GRADING	
C. INCOMPLETE	

V.	FEES, FINANCIAL SUPPORT AND RELATED MATTERS.....	20
A.	FEES	
B.	GRADUATE ASSISTANTSHIPS	
C.	FELLOWSHIPS AND OTHER SOURCES OF FINANCIAL AID	
D.	HOUSING	
VI.	AGRICULTURAL & EXTENSION EDUCATION CLASSES.....	22
VII.	AGRICULTURAL BIOMETRIC SERVICE.....	27
VIII.	FACULTY IN THE DEPARTMENT.....	28
IX.	PROFESSIONAL STAFF IN THE DEPARTMENT.....	29
X.	OTHER STAFF IN THE DEPARTMENT.....	29
XI.	IMPORTANT PHONE NUMBERS AND ADDRESSES.....	30
XII.	APPENDICES.....	32
A.	THE MASTERS ORAL EXAMINATION	
B.	AGRICULTURAL AND EXTENSION EDUCATION MASTER’S DEGREE PLANNING SHEET	
C.	AGRICULTURAL AND EXTENSION EDUCATION GRADUATE STUDENT CHECKLIST-THESIS OPTION	
D.	AGRICULTURAL AND EXTENSION EDUCATION GRADUATE STUDENT CHECKLIST-CREATIVE COMPONENT OPTION	
E.	GUIDELINES FOR AXED 595-INTERNSHIP	
F.	GUIDELINES FOR AXED 490-INDEPENDENT STUDY AND AXED 598-CREATIVE COMPONENT	

FORWARD

The purpose of this handbook is to supplement and complement the information contained in the Graduate Catalog published by the Graduate School of New Mexico State University (also on-line at <http://gradschool.nmsu.edu>). The intent is to answer questions often asked about specific components of the graduate program in Agricultural and Extension Education (AXED). Additional questions and concerns can be addressed through individual interviews with faculty members in the department.

The AXED Department has a rich tradition in graduate education. Faculty members provide leadership for program options in teacher education; Extension staff development and training; preparation of professional educators in business, industry, and government agencies; communications and educational technology, and mechanization and systems technology. Each person's program is individually tailored to meet their educational goals and objectives under the guidance of the student's advisor and graduate committee.

We invite you to explore the contents of this manual and to contact a faculty member if you have an interest in a graduate program in Agricultural and Extension Education.

Dr. Thomas J. Dormody
Academic Department Head

MISSION

Preparing and supporting educators and leaders in agriculture to improve the economic well-being and quality of life of all stakeholders.

This reference is to serve as a guide to your graduate experience in the Department of Agricultural and Extension Education (AXED). Effort has been made to ensure this publication is consistent with the university and graduate school policies and procedures. In the event of a discrepancy, university and graduate policies take precedence.

I. PHILOSOPHY

The Department of Agricultural and Extension Education encompasses the study of behavioral and applied sciences, and leadership and management principles as they apply to the broad-based fields of agriculture. Among the major purposes of agricultural, extension, and technology education is the application of knowledge, skills, and attitudes (dispositions) learned (in several different disciplines) to education, extension, and agricultural and technological problems. The principles of teaching and learning as lifelong processes are utilized to educate for roles beyond those of agriculturist and/or educator. The dissemination and application of the knowledge base by a variety of clientele is given specific attention.

The programs of the department go beyond normal knowledge, skill, and attitude development in agricultural, extension, and technology education by developing understanding of: 1) the significance of agriculture and technology in a global society through the application of scientific and business principles and problem-solving strategies; and 2) the interdependence and close relationships between agricultural industries and other significant businesses interwoven with the social and economic structure of the community, state, nation and world. The programs place emphasis on food and fiber systems; family systems; environmental issues; economic development issues; technological systems; and the development of the individual, communities, organizations, and organizational networks.

The study of agricultural, extension, technology education, and community development focuses on the needs of both individuals and groups. Curricula that develop individually satisfying and socially responsible knowledge, skills, and attitudes are offered, utilizing proven formal, nonformal, informal, and self-directed instructional methods including experiential learning, problem solving, and cooperative learning.

Agricultural, extension, and technology education focuses on but is not limited to the preparation of educators to assess needs and to plan, administer, and

evaluate educational programs in the areas of agricultural products and processing; forestry; horticulture, environmental concerns, conservation and natural resources; engineering, mechanization, technology and technological systems; supply and service, economics, marketing, and business development; production of food and fiber; and leadership and personal development. The department recognizes that our global society is changing rapidly and significantly and the reassessment of program goals and objectives must be continuous. To this end, the department is characterized by flexibility and adaptability in an attempt to assist students and others in coping intelligently with a dynamic educational setting.

Students cannot foresee the exact competencies that will be needed to respond to future demands, but they can be assisted in the development of knowledge, skills, and attitudes that will meet future challenges with creativity and vision. It is to this end that the department structures its curricula and program delivery strategies. Such a focus recognizes the value of and relies heavily on experience as the context in which knowledge, skills, and attitudes are learned.

Agricultural, extension, and technology education have relevance to a general audience (K -Adult) and is oriented to providing life-long learning opportunities in and about agriculture and technology to everyone interested in the collective role of the industry. Both international and domestic dimensions are fulfilled through collaborative efforts between the department, clientele, and affiliated stakeholders including business, industry, and governmental agencies; agricultural and farmer organizations; community groups; public schools, community colleges, and universities; and other centers and units organized to deal with the contemporary complexity of agricultural, extension, and technology education.

II. ADMISSION PROCESS

A. ADMISSION REQUIREMENTS -- DEGREE SEEKING STUDENTS

To be admitted to the graduate program in Agricultural and Extension Education, the student must have a baccalaureate degree from an accredited college or university with an academic record that clearly demonstrates ability to pursue graduate studies in this field. As a general rule, applicants will not be admitted to the program unless they have a 3.0 (out of a possible 4.0) cumulative point-hour ratio for all previous academic work, though the records of potential students will not be examined strictly from an academic perspective.

INTERNATIONAL STUDENTS

International students applying for admission to the Graduate School must do so through International and Border Programs by obtaining the form entitled "International Application for Admission" and pay a \$50.00 fee. Request information from:

International and Border Programs
New Mexico State University
PO Box 30001, MSC 3567
Las Cruces, NM 88003-8001
(505) 646-3199 FAX (505) 646-1517

Students can also apply on-line at <http://www.nmsu.edu/~ip>

B. ADMISSION MATERIALS

The Graduate Studies Committee, comprised of the departmental graduate faculty members, decides whom to admit into the master's program. Master's degree students are admitted each semester.

The department will consider only those applicants from whom all of the admission materials have been received. It is the applicant's responsibility to ensure that all materials are received to meet graduate school and departmental

requirements. Each prospective student should have an application form and transcripts on file in the Graduate School approximately four months in advance to the desired enrollment date in order to ensure timely consideration of the application. Failure to observe this deadline may delay action until the following semester. Applicants can expedite the process by doing the following:

1. Application: Applicants should indicate clearly that they are interested in the Department of Agricultural and Extension Education. Applications and transcripts should be sent to:

Graduate School
New Mexico State University
PO Box 30001, MSC 3G
Las Cruces, New Mexico 88003 - 8001
Phone: (505) 646-2736

It is also possible to apply on-line at <http://gradschool.nmsu.edu/admit-form.html>

A \$30 non-refundable application fee must accompany all applications.

2. Transcripts: Applicants should request official transcripts from all institutions of higher education attended. Transcripts should be sent to the Graduate School at the above address. Only official transcripts will be accepted (one copy of each transcript). If undergraduate work has not been completed at the time of application, the student is expected to provide a transcript complete with degree statement as soon as the degree has been granted.

Applicants who are NMSU graduates may contact the Registrars Office at 505-646-3411 to request transcript information.

3. Departmental Requirements: The Department of Agricultural and Extension Education requires the following items for admission:

a. Letter of Application: the two-page letter of application should clearly identify the applicant's professional and career goals as well as reasons

for pursuing graduate school and a Master's degree in Agricultural and Extension Education. The letter should be word-processed and double-spaced.

- b. Letters of recommendation: applicants should request three (3) letters of reference from individuals who know them well enough to comment on their professional skills and abilities as well as their ability to complete graduate level work. Letters of reference must be obtained from individuals outside of the AXED department. Standard recommendation forms are available from the department, but references can submit or attach a personal letter.

Materials requested by the Department of Agricultural and Extension Education should be sent directly to the Department at the following address: (do not send them to the Graduate School).

Agricultural and Extension Education
P.O. Box 30003, MSC 3501
New Mexico State University
Las Cruces, New Mexico 88003-8003
Phone: (505) 646-4511 FAX (505) 646-4082

- c. Personal Interview: upon receipt of all application materials, a personal interview may be required at the discretion of the Graduate Studies Committee.

All information is considered in its totality in the admissions process. Each applicant is considered in terms of whether it appears he or she will be able to successfully complete the program and make a contribution to agricultural and Extension education. As the number of graduate students in the department increases, the admission process becomes more competitive.

C. STATUS OF ADMISSION

AXED students may be admitted on a regular or provisional basis.

Regular: A regular student is defined as a student working toward an advanced degree whose scholastic record is satisfactory. This includes: (a) a beginning graduate student who has either an overall 3.0 grade average or a grade average of 3.0 in the last half of undergraduate work, (b) a continuing graduate student who maintains at least a 3.0 average in graduate courses, and (c) a beginning international graduate student who has an overall 3.0 grade-point average or continues to make a 3.0 grade-point average (or its equivalent), a bachelor's or master's degree from an approved institution, and no English language deficiencies.

Provisional: Provisional students are individuals seeking an advanced degree whose scholastic record is not entirely satisfactory. Provisional students are classified as: (a) a continuing graduate student whose cumulative grade-point average at the end of any semester is less than 3.0, (b) a beginning graduate student who does not have an overall 3.0 grade point average or 3.0 in the last half of undergraduate work, but does have at least a 2.5, (c) a beginning graduate student so designated by the admitting department because of an excess of deficiencies, and (d) a beginning graduate student who has qualified for admission by taking nine graded graduate hours as a non-degree student. Provisional students must complete the first three courses (totaling at least 8 credits) of graded graduate work with an average of at least 3.0. A provisional student who does not meet the 3.0 grade-point average may be subject to dismissal.

Note: Non-degree students below the provisional status requirement will be enrolled through the College Agriculture and Home Economics. To be eligible for consideration for admission by the departmental Graduate Studies Committee for admission to the AXED graduate program you must register for and pass AXED

556, Research Methods, with a grade of B or higher and complete the requirements of the graduate school. An interview with the Committee may also be convened as part of their admission review process.

III. DEGREE GUIDELINES

The department offers major work for a Master of Arts in Agricultural and Extension Education. The degree can be obtained with emphases in teaching agricultural or technology education in a formal (secondary or post secondary) setting; extension and non-formal education, international extension and non-formal education, technology transfer and development, agricultural communication, or research and measurement. A nine credit minor is available to students completing major work in other departments.

A minimum of 30 semester credits (including 4-6 credits of thesis) is required under the thesis plan. A non-thesis plan is available and requires 32 semester credits of course work, including 3-4 credits of AXED 598 - Creative Component. Both plans require a final oral examination.

Flexibility in each program allows students to pursue professional interests and develop specialized competencies in agricultural, extension, and technology education as well as technical and scientific areas.

A. GRADUATE ADVISOR

Students admitted into the master's program will be assigned a faculty member who will serve as their advisor. An advisor is assigned so that the student will have someone to contact upon entry into the program. The student's advisor and graduate committee approve the program of study. The graduate advisor also assists the student in coordinating the candidacy meeting and masters examination, as described later. Although it is not a requirement, it usually is a benefit to the student to have the same faculty member perform academic, thesis/creative component, and assistantship advising and supervision.

Students may change their advisor. To change an advisor, the student should approach the graduate faculty member they desire to be their advisor, and ask him or

of: (a) their interests; (b) the relevance of the course to their program of study; (c) making up undergraduate deficiencies with graduate courses, (d) it is part of an approved minor area of study; and (e) achieving balance in the program.

3. Demonstrated competency in teaching. Students in a non-licensure option who have not had a teaching methods course or demonstrated work experience in teaching will take AXED 525 – Graduate Teaching Methods or AXED 521 – Curriculum and Instruction: The Problem Solving Approach in Career and Technical Education. Students in a licensure option will take AXED 546 – Methods for Teaching Agricultural and Technology Education.

4. Demonstrated competency with computers. Students with little or no competency with computers should take a class to meet this requirement. A recommended course is EDUC 518 – Technology and Pedagogy. Students entering the department with prior course work or professional work experience requiring the proficient use of computers will have this requirement waived.

5. Course requirement. Students must take at least five solid graduate courses (totaling at least 15 credits) in their program of study. Courses not counted for this requirement are special studies (i.e., creative components, independent studies, internships, special topics that are of an independent nature, thesis, etc.), seminar, or short courses/workshops.

C. PLAN OPTIONS

Students pursuing a Master's in AXED may elect either Plan A or Plan B.

1. **Plan A (Thesis Option):** Under Plan A, the student is required to complete 30 credit hours, including course work and a thesis. Not more than six and no fewer than four thesis credits may be counted toward the requirements for a master's degree. The thesis is to be developed for a problem selected by the student with the approval of the faculty advisor and graduate committee. Assistance with research

design, computing and interpretation of results is available from the department's Agricultural Biometric Service. Information on this service is available from the department secretary and on-line at the AXED web site (<http://cahe.nmsu.edu/adacemics/axed>). Students desiring to complete a thesis must pass Research Methods (AXED 556 or equivalent) with a grade of "B" or higher and find a faculty member willing to advise the research and thesis writing. Students must also comply with university requirements for human subjects in research.

The student must choose one or two other members of the department graduate faculty to serve with the advisor and Graduate School Dean's Representative as the thesis committee. The thesis itself and an oral master's examination (which may not be limited to a defense of the thesis) must be approved by members of the graduate (thesis) committee prior to graduation. Students thinking about undertaking research and writing a thesis should begin early in their program to develop potential projects. All theses must be prepared in the format specified in Guidelines for Preparing a Thesis or Dissertation. Copies of this document may be obtained from the Graduate School, or online at <http://www.gradschool.nmsu.edu/Guidelines>. The style manual for the American Psychological Association (APA) will be followed in areas not covered by the Guidelines for Preparing a Thesis or Dissertation.

2. Plan B (Non-Thesis Option): Under Plan B the student is required to complete 32 hours of course work. A thesis is not required under this plan, but students are expected to complete 3-4 credits of creative component (AXED 598) developing a project related to an area of professional interest. Creative components must be approved by the student's faculty advisor and graduate committee, following the guidelines outlined for AXED 598 (see Appendix).

3. Post Baccalaureate Non-Degree Program Option: Post baccalaureate non-degree program students wishing to take courses in Agricultural and Extension Education will be advised as needed. However, these students will be recognized as courtesy students and not as members of the graduate or undergraduate programs in Agricultural and Extension Education. They are encouraged to apply to the graduate program as soon as possible and should realize they can transfer a maximum of nine approved graduate credits taken as a non-degree student into a graduate program. Under no circumstances will non-degree program students wishing to make up course work deficiencies for teacher licensure in agricultural education or technology education be allowed to student teach. They must be admitted to the graduate program to student teach. Licensure deficiencies will depend on courses previously taken by the student and will be determined by a faculty member in Agricultural and Extension Education upon review of all transcripts. Non-degree program students applying to the graduate program must meet the requirements for admission outlined earlier.

D. DISTANCE CLASSES

Unique to graduate programs in the College of Agriculture and Home Economics, the Department of Agricultural and Extension Education offers a distance education option that attempts to offer at least two courses each semester in a distance format. Class format varies from classes offered in four weekend sessions to classes offered 100% on line. The distance format provides the opportunity for students living off campus and working full time to complete our master's degree. Information on the department's distance education Master's option is available at <http://distance.nmsu.edu>. See your advisor for a long-term schedule of AXED distance education courses.

E. MINOR AREAS OF STUDY

A candidate for a master's degree must select a major and may select up to two minor areas of study. A minor consists of a minimum of eight credits of coursework in another department. These hours must be approved by the department head in the minor area of study to be claimed as a minor and by the student's graduate committee to be included in the program of studies. Upon request of the student, advisor, minor department head, and graduate dean, a minor may be recorded by the registrar on the permanent record of students seeking an advanced degree. A member of the graduate faculty from the department offering the minor will be on the graduate committee.

F. GRADUATE COMMITTEE

Every student is required to have a graduate committee consisting of a minimum of three faculty members. The committee chair and one other committee member must be a faculty member from the AXED Department. At least one of these members must be a full-time faculty member in the department who is also a graduate faculty member. The third person on the committee must serve as the dean's representative and must be a member of the graduate faculty. If the student has a minor area of study then either the dean's representative or a fourth committee member must come from the minor department. If no minor is declared, the dean's representative may come from a related area or be appointed by the graduate school. The role of the committee is to approve the student's program of study, approve a thesis or creative component project proposal and to conduct the final examination.

G. PROGRAM OF STUDY

It is recommended that, during the first semester of enrollment, each new graduate student prepare a complete tentative program of study in consultation with his/her advisor. Such a tentative program of study should be kept in the student's

department folder and is not to be considered as the application for admission to candidacy which contains the final program of study.

H. CANDIDACY MEETING

The admission of a student to the Graduate School does not imply admission to candidacy for an advanced degree. The major department in which the student intends to become a candidate for a master's degree must be satisfied as to the student's sound basic training and the ability to pursue studies at the graduate level. Upon satisfactory completion of 12 credits of graduate work in residence, the Department of Agricultural and Extension Education requires the student to hold a candidacy meeting. During the candidacy meeting, the student and the faculty committee chosen by the student, agree upon the student's final program of study. Following this meeting, an application which formally summarizes the student's program of studies must be filed with the graduate school. The candidacy meeting for thesis option students is often called a proposal meeting because the research proposal is also discussed for approval. For non-thesis option students, the proposal for the three to four credit creative component will also be discussed for approval at the candidacy meeting. All proposals should be submitted to graduate committee members at least one week prior to the candidacy meeting.

I. FINAL EXAMINATIONS

Candidates must take a final examination in accordance with the schedule provided by the Graduate School. At least two weeks prior to the examination the AXED department will submit the scheduling forms to the graduate school.

An oral examination of no more than two hours in length will be conducted by a committee of graduate faculty. The examining committee will consist of at least three members: two from the Department of Agricultural and Extension Education, and one appointed by the Dean of the Graduate School.

Prior to the final examination, the student's graduate committee may require that the student take a written comprehensive examination (3-4 hours) addressing the course work taken.

At the time of final examination, a graduate student must have an NMSU cumulative graduate grade-point average of at least 3.0 and must be enrolled in the final semester, or, if the student is writing a thesis, he or she must have completed all course work for the master's degree.

Any candidate who fails in the final examination may 1) upon recommendation of the advisor and approval of the graduate dean, be granted a second examination after a lapse of at least one semester (or 16 weeks) or, 2) be excluded from further candidacy for the degree. Failure in the second examination disqualifies a candidate from obtaining the degree.

J. TRANSFER OF CREDITS

There is no limit on the number of graduate credits that a student may transfer to New Mexico State University, provided the credits were earned on the campus of an accredited institution offering a similar degree and the student was enrolled as a graduate student at that institution. However, in order to obtain a graduate degree at NMSU, at least half of the graduate credits must be taken at NMSU.

The intention to request transfer of credit earned before admission should be indicated on the Application for Admission to the Graduate School.

Students must submit forms to obtain formal permission from the department head and the Dean of the Graduate School to transfer graduate-level course work. The department has the responsibility to accept or reject transferred credits based on such elements as whether the work fits into a logical program for a degree, grade equivalents to an A or B have been earned, and any other elements deemed relevant.

Students desiring to transfer graduate credits should submit a letter to the AXED department head requesting the transfer of credit, the course syllabi, and a

transfer of credit form by the end of the first semester of enrollment. Non-degree students who have been advised by an AXED faculty member and are applying for admission to graduate school need only submit the transfer of credit form if accepted into the department.

Course work done elsewhere after the initiation of graduate studies at NMSU must have **prior approval** of the department head and the Dean of the Graduate School, if such work is to be transferred. Such coursework must also be taken as a graduate student at that institution.

K. TIME LIMIT

All program requirements must be fulfilled within seven years (or eight successive summers) from date of first enrollment. Any coursework more than seven years old at the time of the final examination may not be included in the program.

L. AXED MINOR

A student who wishes to minor in AXED should select an advisor from the AXED Graduate Faculty. A student minoring in AXED must complete at least nine credit hours of the courses listed in Section VII. A copy of the minor program must be approved by the AXED department chair.

M. GRADUATION

To be eligible for graduation, students must submit an Application for Degree (available from department secretary or online at <http://gradschool.nmsu.edu/forms-index.html>) the semester they expect to graduate. See the Schedule of Classes for deadline dates. Normally, students are registered and fulfill the requirements for the degree during the semester in which graduation is expected. However, in those instances where this is not the case, registration for one credit hour during the graduation semester is required by the Graduate School.

IV ACADEMIC STANDARDS

A. CREDIT FOR COURSES

Courses numbered 500 and above carry graduate credit only and are restricted to graduate students. Courses at the 450-499 level carry graduate credit only when taught by a member of the graduate faculty, when taken by a student enrolled in the Graduate School, and when not otherwise restricted by faculty. A graduate student who is registered in a 450-499 level course may be required to complete a certain amount of work in addition to that required of undergraduates in these courses.

1. **COURSE LOAD** - The maximum that a graduate student may take in any regular semester is fifteen (15) credits and six (6) credits during a summer session. Graduate students should take into consideration any outside work load and commitments in planning their course load. Graduate students on assistantships must be enrolled for not less than nine (9) graduate credit hours, or more than twelve (12) credit hours (with at least nine at graduate level) per semester, or six (6) credit hours during summer sessions. International students are required to enroll in nine (9) or more credit hours. They may be allowed to enroll for the number of credit hours required to complete their degree in the semester they apply for graduation. Those who have only thesis work to complete, or who do not complete the requirements for graduation in the semester in which they first applied, must register for a minimum of one (1) credit of thesis work, or three (3) credits of course work each regular semester up to graduation.

2. **WORKSHOPS AND INSTITUTES** - Students may not enroll in a short course or an institute at the same time they are enrolled in a regular session or summer session.

3. **MAXIMUM CREDIT** – Students working on a project focused on a specific topic may not receive more than six credits related to that project towards

their degree from any combination of the following classes: AXED 490 - Independent Study, AXED 548/549 - Directed Experience in Extension or Industry, AXED 590 - Special Topics, AXED 595 - Internship, AXED 598 - Creative Component, or AXED 599 - Thesis, unless approved by the graduate committee.

Credit maximums for the following courses apply to AXED courses by themselves, in conjunction with parallel offerings in other departments, or for parallel offerings in either departments. For example, a three credit AXED 590 plus a three credit special topics course from another department reaches the limit on special topics courses that can be used toward a degree. Courses that apply include: AXED 590 (Special Topics), 593 (Seminar), 594 (Workshop), 595 (Internship), 598 (Creative Component), 599 (Thesis).

No more than seven (7) credits for short courses, workshops or conferences can be applied toward the degree, and only a total of 6 credits graded S/U can be applied toward a degree.

B. GRADING

In most of the courses at New Mexico State University, grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F are assigned. Certain research project courses or independent study courses, which are numbered 595 and 598, and thesis research which is numbered 599, receive grades of "S" (Satisfactory) or "U" (Unsatisfactory) instead of letter grades. No more than six total credits of S/U courses are permitted on the master's degree. Students are limited to one S/U course per semester and any courses receiving a U grade cannot be used in the student's program.

Students are required to maintain an average of 3.0 (where A = 4.0, B = 3.0, C = 2.0 and D = 1.0). For purposes of this computation, the grades (and the associated hours) of "S" or "U" are ignored. However, hours earned in these classes are counted in the hours necessary for the degree. A student who fails to maintain at

least a 3.0 average on work taken for graduate credit is placed on probation. If at the end of the probationary period the grade point average is still below 3.0, the student may be denied further registration in the program, may be dismissed, or may be continued on probation depending upon the seriousness of the grade deficit and the progress made during the probationary period.

C. INCOMPLETE

The grade of "I" (incomplete) is given for work that was passing but which could not be completed due to circumstances beyond the student's control. In no case will an "I" be assigned by a faculty member for work that is marginal or failing. For an "I" to be removed, the student may, 1) reenroll in the course, or 2) complete the work in a manner that is acceptable to the instructor. An "I" grade not made up within one calendar year remains on the student's permanent record.

V. FEES, FINANCIAL SUPPORT AND RELATED MATTERS

A. FEES

All applicants for admission to the Graduate School are assessed a \$30 non-refundable application fee that must be paid at the time of application. A complete schedule of fees can be found in the current Graduate School catalog and on-line. There is also a \$30 fee to apply for a degree that must be paid the last semester of enrollment.

B. GRADUATE ASSISTANTSHIPS

A limited number of Graduate Assistantships are available in the Department of Agricultural and Extension Education (depending upon budget approval). These assistantships require 20 hours of service per week and pay approximately \$15,500. Assistantships are usually awarded for a three-semester period with the possibility of additional semesters of support. Experience in teaching, extension, and/or other professional education positions is highly recommended to be considered for graduate teaching assistantships.

C. FELLOWSHIPS AND OTHER SOURCES OF FINANCIAL AID

University fellowships are awarded and administered by the Graduate School. Selection is competitive and is awarded on merit. Students should contact the Graduate School for more information on fellowships, special (e.g., minority) assistantships, funding for graduate research, and scholarships. This information is available online at <http://gradschool.nmsu.edu/fellowships/>

The university administers an extensive program of loans and part-time employment. Information may be obtained by writing to the Financial Aid Office:

Office of Student Financial Aid and Scholarship Services
New Mexico State University
P.O. Box 30001, MSC 5100
Las Cruces, NM 88003-8001
Phone: (505) 646-4105 1-877-278-8586
<http://finaid@nmsu.edu>

The AXED Department has some scholarship opportunities available to graduate students.

D. HOUSING

Residence hall rooms are available to students in five separate residential areas. Student family housing is also available for students who are married and/or have dependents living with them. For more information contact:

Housing and Residence Life MSC 3BB
New Mexico State University
P.O. Box 30001
Las Cruces, NM. 88003-8001
Phone: (505) 646-3202 FAX (505) 646-7881
<http://housing@nmsu.edu>

In addition to University facilities, it is usually possible to rent suitable privately-owned apartments, rooms, or homes a short distance from the campus. As is true in most university locations, students should make such arrangements as far in advance as possible because the demand for housing is very high prior to the beginning of each semester.

VI. AGRICULTURAL AND EXTENSION EDUCATION GRADUATE CLASSES

- AXED 460** **Methods in Career and Technical Laboratory Instruction** **2 cr.**
For students planning to teach agricultural or technology education at a secondary or postsecondary level. Focus on planning, delivering, and evaluating instruction in laboratories: and on CPR, first aid, and NCCER certifications. Laboratory safety and tool, equipment, and laboratory management systems are also emphasized. Restricted to majors.
- AXED 475** **Leadership on Agricultural and Natural Resource Issues** **3 cr.**
Investigates leadership concepts and group dynamics as they relate to a changing world and complex agricultural and natural resource issues. The influences of leadership and group dynamics on diverse people in diverse domestic and international settings will be addressed.
- AXED 485** **Agriscience and Technology Education Laboratory Applications** **3 (2+ 2P) cr.**
Students learn to set up and teach in a modular agriscience or technology laboratory, utilizing a variety of technologies. Modules covered may vary from semester to semester, but examples are: aquaculture systems, microscopy, tissue culture, soil and water testing, electrophoresis, hydroponics, global positioning systems, robotics, rocketry, and presentation technologies. Students also develop their own modules and pilot test them in the lab. Graduate students will assist in lab set up and delivery.
- AXED 487** **The Cooperative Extension Service: An Overview** **1 cr.**
On-line course addressing the history, mission, philosophy, structure, program areas and delivery methods of the Cooperative Extension Service. The course is relevant for anyone pursuing a career in Cooperative Extension.
- AXED 488** **4-H Youth Development** **1 cr.**
On-line course explores 4-H Youth Development as an integral part of the Cooperative Extension Service. Topics to be addressed include mission, philosophy, structure, delivery modes, audiences and partnerships. The course is relevant for anyone interested in pursuing a career in Cooperative Extension.
- AXED 490** **Independent Study in Agricultural and Extension, or Technology Education** **1-3 cr.**
Specific subjects are agreed upon by the student and instructor. Prerequisites: at least junior or senior standing and consent of instructor. May be repeated for a maximum of 6 credits.
- AXED 500** **The Diffusion and Adoption of Agricultural Innovations** **3 cr.**
Factors that influence the rates of diffusion and adoption of innovations. Consequences of adopting or rejecting innovations. Processes by which change agents influence introduction and adoption of innovations.

- AXED 546** **Methods for Teaching Agricultural and Technology Education** **3 cr.**
 Methods of instruction and presentation, selection of teaching aids and support materials, classroom management, development of a complete educational program, and microteaching experiences. Same as AXED 446. Prerequisite: GPA of 3.0 or above. Restricted to AXED majors.
- AXED 547** **Directed Teaching in Agricultural or Technology Education** **9 cr.**
 Fourteen-week, off-campus, professional experiences in directed teaching and observation provided in selected centers under secondary agricultural and technology supervising teachers. Prerequisite: A teaching methods class and consent of instructor. Corequisite: Same as AXED 447 with reduced credit hours for graduate students. Restricted to AXED majors.
- AXED 548** **Directed Teaching in Extension Education** **4-9 cr.**
 Four- to fourteen-week professional experiences in directed teaching and observation provided in Cooperative Extension at the county, regional, or state level. Prerequisite: consent of instructor. Prerequisite: Consent of instructor. Same as AXED 448 with reduced credit hours for graduate students.
- AXED 549** **Directed Field Experience in Agricultural or Technology Education** **4-9 cr.**
 A four-to-fourteen-week supervised learning experience in an approved teaching setting with application to educational, agricultural, technological, communications, public relations, or environmental practices. Prerequisite: Consent of instructor. Same as AXED 449 with reduced credit hours.
- AXED 556** **Research Methods** **3 cr.**
 Students learn the research process as it is applied to solving problems in the behavioral sciences. Prepares students to conduct and critique research and to diffuse research findings. Implications, applications, and ethics of research also stressed. Students develop a research proposal for a problem of their choice.
- AXED 565** **New Mexico Water Issues** **3 cr.**
 Designed for agricultural and natural resource professionals who must educate others or provide leadership on complex water issues in New Mexico. Students will travel to four distinct geographic and cultural regions of the state to study water policies, issues, and delivery technologies in each region. Specific areas covered will be determined by resource professionals who will present past, current and future issues involved in the distribution of water. Urban impacts on water use will also be investigated.
- AXED 571** **Data Collection and Analysis** **3 cr.**
 An introduction to basic concepts of data collection and analysis. Interpretations from both observational studies and controlled experiments. Roles of both descriptive and inferential statistics in a complete data analysis. Mean, median, standard deviation, graphical summaries of data. Correlation and simple regression. One- and Two- sample tests and confidence intervals. Chi-square tests and basic analysis of variance. Competency in arithmetic and algebra are required. An undergraduate statistics course is recommended.

AXED 599* **Master's Thesis**
Thesis.

4-6 cr.

***Note:** Credit maximums in the courses apply to the AXED courses by themselves, in conjunction with parallel offerings in other departments, or for parallel offerings in other departments. For example, a three-credit AXED 590 plus a three credit special topics course from another department reaches the limit on special topics courses that can be used toward a degree.

VII. AGRICULTURAL BIOMETRIC SERVICE

The Agricultural Biometric Service (ABS) is a part of the Department of Agricultural and Extension Education. The purpose of the Agricultural Biometric Service is to promote excellence in research in the College of Agriculture and Home Economics.

ABS faculty and staff are available to assist graduate students and faculty by serving as statistical consultants on proposed research projects, delivering courses or workshops, or collaborating in joint research efforts.

The ABS also provides other research services such as assistance with survey and sample design.

These services are provided by a highly trained and qualified staff. Students conducting research as part of their graduate program should utilize these services.

VIII. FACULTY IN THE DEPARTMENT

Thomas J. Dormody - Professor and Department Head

Ph.D. - Cornell University

Major Areas of Interest: agricultural education, research, leadership, and communication.

Barbara Chamberlin – Associate Professor (Affiliated Faculty)

Ph.D. – University of Virginia

Major Areas of Interest: informal and non-formal learning, educational media design

Jeanne Gleason – Professor (Affiliated Faculty)

Ed.D. - Virginia Polytechnic Institute

Major Areas of Interest: educational communication, lifelong public education, video, and computer technology.

I. Miley Gonzalez – Professor (Affiliated Faculty)

Ph.D. – Pennsylvania State University

Major Areas of Interest: agricultural education, leadership, international development, agricultural policy

Wendy Hamilton – Professor (Affiliated Faculty)

Ed.D. – Montana State University

Major Areas of Interest: home economics, grant writing, and program evaluation

Wesley Holley – Professor

Ed.D.-Oklahoma State University

Major Areas of Interest: agricultural education, leadership, teaching methods

Carlos Rosencrans - Associate Professor

Ph.D. - Iowa State University

Major Areas of Interest: agricultural mechanics and technology education.

Brenda S. SeEVERS - Professor

Ph.D. - The Ohio State University

Major Areas of Interest: adult and extension education, youth programs/leadership.

Dawn VanLeeuwen - Professor - Agricultural Biometric Service

Ph.D. - Oregon State University

Major Areas of Interest: linear models, longitudinal studies, random trends.

IX. PROFESSIONAL STAFF IN THE DEPARTMENT

Melchor Ortiz- College Professor

Agricultural Biometric Service

Major Areas of Responsibility: statistical consulting and Chair, College Survey Review Committee

X. OTHER STAFF IN THE DEPARTMENT

Ruth Melin – Department Secretary III

Pam Robeson- Account Technician II

XI. IMPORTANT PHONE NUMBERS AND ADDRESSES

Department of Agricultural and Extension Education

P.O. Box 30003, MSC 3501
New Mexico State University
Gerald Thomas Hall, Room 111
Las Cruces, New Mexico 88003-8003
Phone: (505) 646-4511 FAX: (505) 646-4082
Web Site: <http://cahe.nmsu.edu/academics/axed>
Contact: Dr. Thomas J. Dormody, Department Head

Graduate School

P.O. Box 30001, MSC 3G
New Mexico State University
Educational Services Building, Suite G
Las Cruces, New Mexico 88003-8001
Phone: (505) 646 – 2736
Web Site: <http://gradschool.nmsu.edu>

Financial Aid Office

P.O.Box 30001, MSC 5100
New Mexico State University
Educational Services Building
Las Cruces, New Mexico 88003-8001
Phone: (505) 646-4105
Web Site: <http://finaid@nmsu.edu>

Housing and Residence Life

P.O. Box 30001, MSC 3BB
New Mexico State University
Las Cruces, New Mexico 88003-8001
Phone: (505) 646-3202
Web Site: <http://www.nmsu.edu/~housing/>

College of Extended Learning (Distance Education)

P.O. Box 30001, MSC 3WEC
New Mexico State University
Las Cruces, New Mexico 88003-8001
Phone: (505) 646-4692
Web Site: <http://distance.nmsu.edu>

International Programs

P.O. Box 30001, MSC 3567
New Mexico State University
Las Cruces, New Mexico 88003-8001
Phone: (505) 646-5486
Web Site: <http://www.nmsu.edu/~ip>

Registrar's Office

P.O. Box 30001, MSC 3AR
New Mexico State University
Educational Services Building, Suite R
Las Cruces, New Mexico 88003-8001
Phone: (505) 646-3411
Web Site: <http://www.nmsu.edu/~registra/>

Las Cruces Chamber of Commerce

760 W. Picacho Avenue
Las Cruces, New Mexico 88005
Phone: (505) 524-1968
Web Site: <http://www.lascruces.org>

APPENDICES

- A. The Masters Oral Examination**
- B. Agricultural and Extension Education Master's Degree Planning Sheet**
- C. Agricultural and Extension Education Graduate Student Checklist – Thesis Option**
- D. Agricultural and Extension Education Graduate Student Checklist – Creative Component Option**
- E. Guidelines for AXED 595 – Internship**
- F. Guidelines for AXED 490 - Independent Study and AXED 598 – Creative Component**

THE MASTER'S ORAL EXAMINATION

1. The members of the examining committee (except one) are selected by the chair after consulting with the candidate. One member of the committee is selected by the Dean of the Graduate School.
2. The oral is designed:
 - A. To test the candidate's ability to organize, to generalize and to communicate ideas verbally based on the subject matter which constitutes the degree.
 - B. To reflect the extent to which the candidate shows maturity, self-discipline, composure, and ability to verbalize under pressure of time.
 - C. To indicate the extent to which the candidate shows the hallmarks of a well-educated person.
3. The oral is not another final test subject by subject.
4. Although there is no restriction on the type of question the examiners may ask, questions are usually general in nature calling for an opinion or a conclusion based on the subject matter of the candidate's degree.
5. In replying to a question, the candidate may stand if preferred and use the chalkboard or dry erase board for illustrative purposes.
6. The candidate should be dressed professionally.
7. The examination usually follows this pattern:
 - A. The candidate is introduced by the chair and asked to review experiences beginning with graduation from high school and including institutions attended, work experiences, reasons for choosing this type of degree, and immediate future plans if formulated.
 - B. If a thesis or creative component is involved, a formal presentation is made. Clarification questions may be asked during the presentation.
 - C. Following the presentation, the chair may then begin the questioning, or may delegate this to another examiner, indicating the rotation or order for the other examiners to follow.
 - D. During the examination, each examiner usually questions the candidate twice for about ten minutes each time. During this time, any other examiner may intersperse questions.
 - E. Questions may be related to the thesis or creative component, to a specific subject or course, may cut across several course dimensions, or be of a general nature.
 - F. The examination lasts a maximum of two hours, but it may be terminated sooner if the examiners by consensus indicate satisfaction with the candidate's performance.

- G. The examination is terminated when the chair asks the candidate to leave the room briefly. The candidate will be called back and informed of the results.
8. Depending upon the subject matter of the degree, the candidate should be prepared to:
- A. State a philosophy in response to a direct question, or indicate it in response to questions calling indirectly for a position or stand on an issue, problem, or situation. The candidate should take a stand and avoid the middle ground in most instances.
 - B. Defend the importance of the degree, the research, etc.
 - C. Trace events, movements, and developments of present situations in the discipline.
 - D. Identify and classify himself/herself through the use of proper vocabulary in such areas as guidance, teaching methods, philosophy, discipline, administration, learning theory, etc.
 - E. Name the journals and state the viewpoint of distinguished writers in the subject area.
9. A candidate who does not understand a question should ask for clarification. If the candidate still does not understand, the chairman may rephrase the question with the permission of the questioner.
10. A candidate who does not know the answer to a question should say so as modestly as possible, but obviously this should not happen too frequently.
11. In replying to a question, the candidate should:
- A. Reflect briefly to collect thoughts.
 - B. Be brief, concise, and thorough.
 - C. Avoid rambling, digressing, and attempts to “kill time.”
 - D. Control their temper.

**AGRICULTURAL AND EXTENSION EDUCATION
MASTER'S DEGREE PLANNING SHEET**

(Complete in Pencil)

Name: _____

Semester: _____

Course Number	Course Title	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Subtotal		_____

Semester: _____

Course Number	Course Title	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Subtotal		_____

Semester: _____

AGRICULTURAL & EXTENSION EDUCATION GRADUATE STUDENT CHECKLIST - THESIS OPTION

NAME _____ App. For Degree filed _____
 ADVISOR _____ App. Admsn. Candidacy filed _____
 Semester & year course work started _____ Committee Final Exam filed _____
 Minor(s) _____ Orals Date set for _____
 Where? _____
 Time _____

GRADUATE COMMITTEE (By the end of 1st semester) Date: _____

Advisor/Chairperson: _____
 Dept. Member: _____ Dept. Member: _____
 Minor Rep: _____ Dean's Rep: _____

CANDIDACY PROPOSAL MEETING: _____

REQUIREMENTS TO BE MET

HOURS: Thesis – Min. 30 hours _____
 15-16 credits at 500 level or above _____
 50% of credits in major field _____
 Conferences, short courses, and workshops – up to seven total credits _____
 Thesis Credits (AXED 599)- 4-6 credit hours _____
 Thesis Title: _____
 Thesis Completed: _____ Thesis to Graduate School _____
 Special Topics - up to 6 total credits _____
 Internship - up to 6 total credits _____
 Creative Component – up to 6 total credits _____
 Independent Study –up to 6 credits _____

DEPARTMENTAL REQUIREMENTS:	SEMESTER/GRADE
AXED 556 – Research Methods I _____	_____
AXED 593 – Seminar or short course/professional conference _____	_____
AXED 599 – Thesis _____	_____
Statistics course _____	_____
Graduate teaching methods course _____	_____
Computer course _____	_____
15 credits of (five) solid courses _____	_____
No more than 6 S/U credits	

AGRICULTURAL & EXTENSION EDUCATION GRADUATE STUDENT CHECKLIST - CREATIVE COMPONENT OPTION

NAME _____ App. For Degree filed _____
 ADVISOR _____ App. Admsn. Candidacy filed _____
 Semester & year course work started _____ Committee Final Exam filed _____
 Minor(s) _____ Orals Date set for _____
 Where? _____
 Time _____

GRADUATE COMMITTEE (By the end of 1st semester) Date: _____

Advisor/Chairperson: _____
 Dept. Member: _____ Dept. Member: _____
 Minor Rep: _____ Dean's Rep: _____

CANDIDACY PROPOSAL MEETING: _____

REQUIREMENTS TO BE MET

HOURS: Creative Component – Min. 32 hours _____

15-16 credits at 500 level or above _____

50% of credits in major field _____

Conferences, short courses, and workshops – up to seven total credits _____

Creative Component (AXED 598) - 3-4 credit hour project _____

Creative Component Title: _____

Creative Component Completed: _____

Special Topics – up to 6 total credits _____

Internship – up to 6 total credits _____

Other Creative Component (AXED 598) – 2-3 total credits _____

Independent study – up to 6 total credits _____

DEPARTMENTAL REQUIREMENTS:	SEMESTER/GRADE
AXED 556 – Research Methods _____	_____
AXED 593 – Seminar or short course/professional conference _____	_____
Statistics course _____	_____
Graduate teaching methods course _____	_____
Computer course _____	_____
15 credits of solid courses _____	_____

No more than 6 S/U credits

GUIDELINES FOR AXED 595 INTERNSHIP

Purpose

The purpose of AXED 595 (Internship) is to allow graduate students a chance to investigate an unfamiliar career area related to agricultural, vocational-technical, and skills. Agricultural and technology educators can enrich their education, strengthen their teaching, and improve local linkages by working in a new and related setting (e.g., industry, agricultural production enterprise, commodity organization, government agency, or educational organization).

Guidelines

Before You Can Register for Credit

1. Select and contact a supervising instructor and a placement supervisor to discuss your internship interest.
2. Submit a brief (one page, typed or word-processed) proposal for the internship program that contains these sections:
 - a. Internship Area (include name, address, and telephone number of the placement site and placement advisor)
 - b. Internship Objective(s) (list professional development outcomes you wish to achieve through the internship)
 - c. Internship Responsibilities (provide a list of internship responsibilities and a calendar or timetable linking dates with specific experiences you will receive during your internship)
 - d. Time and Credit Estimates (estimate how many hours you expect to work and hours of credit you expect to earn)
 - e. Spaces for Signatures (supervising instructor, placement supervisor, and student)
3. When a proposal is accepted by the supervising instructor and placement supervisor, copies will be made for the supervising instructor, placement supervisor, student, and student's AXED file. The finalized proposal is a contract between the student, placement supervisor, and supervising instructor.

Time Requirement

Due to the nature of the course, each student will be expected to spend a minimum of 30 hours on the internship for each credit hour contracted. A detailed journal of internship experiences will be kept and submitted to the AXED advisor at the end of the internship. The journal will list dates, hours spent, and detailed descriptions and impressions of activities undertaken during the internship. All letters, forms, reports, and other types of documentation completed by the student during the internship should be copied and attached to the journal.

Grading

Grading will be based upon your adherence to contractual guidelines, the journal and accompanying documentation, and a verbal evaluation from your placement supervisor. Failure to keep and/or submit a journal will reduce your grade by one letter grade. A permanent grade of Incomplete (I) will be issued for any unauthorized internships (internships without an approved proposal).

GUIDELINES FOR AXED 490 – INDEPENDENT STUDY AND AXED 598 – CREATIVE COMPONENTS

Purpose

The purpose of both AXED 490 (Independent Study) and AXED 598 (Creative Component) is to allow students a chance to conduct an exhaustive literature review in a research area related to agricultural, technology, and extension education or to undertake a project to solve a problem of practical and professional significance in curriculum development, instruction, or related areas of agriculture, technology, and extension education. Creative Component (AXED 598) is a required alternative to thesis work for non-thesis option graduate students.

Guidelines

Before You Can Register for Credit

1. Submit a brief (one page, typed or word-processed) proposal for the program to the supervising instructor containing these sections:
 - a. Literature Review Area or Project Area
 - b. Program Objective(s) [list professional development outcomes you wish to achieve through AXED 490 or 598 and describe the practical and professional significance of (problem solved by) the final product]
 - c. Program Procedures (list of steps you will follow to complete the literature review or and a timeline for completing these steps)
 - d. Product Description (describe what the final product(s) will consist of)
 - e. Time and Credit Estimates (estimate how many hours you expect to work and hours of credit you expect to earn on AXED 490 or 598)
 - f. Spaces for Signatures (supervising instructor and student)
2. Make and keep an appointment with the supervising instructor to discuss the proposal. Some changes may need to be made in the original proposal prior to acceptance. When a proposal is finalized, copies will be made for the instructor, student, and student's AXED file. The finalized proposal represents a contract between the student and supervising instructor.

Problem Area

Problem areas should be related to agricultural, technology, and extension education. They should challenge learning in a new knowledge area for the student.

Instructor Assistance

The student will be expected to do work on his/her own under the guidance of the supervising instructor. Guidance will be provided as needed, at the discretion of the supervising instructor.

Time Requirement

Due to the nature of the course, each student will be expected to spend a minimum of 30 hours (25 for AXED 490) in conducting the steps necessary to complete the program for each credit hour contracted. A journal of program activities will be kept and turned in with final product. The journal will list dates, hours spent, and detailed descriptions and impressions of activities undertaken to complete the program.

Literature Reviews

For student conducting a literature review, all grading will be based on the literature review and journal submitted. The combined length should be approximately 9-10 double-spaced, typed or word-processed pages per credit hour (7-8 for AXED 490 students). Its specific length will depend on the supervising instructor involved. The paper will be presented in literature review format. Style will be defined by the Publication Manual of the American Psychological Association, Fourth Edition (available from the library, AXED, or the campus bookstore) unless another manual is specified by the instructor. The outline for the paper will be as follows:

1. Statement of the Problem (defines and clarifies the problem studied)
2. Literature Review (organizes and summarizes previous research and other publications bearing on the problem)
3. Discussion (identifies relationships, contradictions, gaps, and inconsistencies in the literature)
4. Recommendations (suggests further steps for solving the problem)
5. Bibliography (also in APA style with the minimum number of citations contracted with the supervising instructor)

Projects

Projects that attempt to solve a problem of practical and professional significance in curriculum development, instruction, or related areas of agricultural, technology, and extension education will be developed individually. Those choosing a project will still be expected to conduct a thorough review of related literature (with the minimum number of citations contracted with the supervising instructor) and incorporate the review into the final product. Format and scope of the final product will be developed with the supervising instructor and specified in the "Product Description" section of the proposal.

Professional Conferences and Work Experiences

With the agreement of the supervising instructor, AXED 490 can include attendance at professional conferences or work experiences. To differentiate between students taking Internship (AXED 595), AXED 490 students choosing to include conferences or work experiences will supplement them with a review of the related literature and development of a paper or project plan that synthesizes conference information or work experiences with the literature review. Projects based on these experiences will also focus on the application of the information. The expectations for hours and length of papers or project plans are the same as for literature reviews or projects without conference or work experiences.

Grading

Grading will be based on adherence to contractual guidelines (specified in the proposal), the journal, and the final product. Failure to keep and/or submit a journal will reduce your grade by one letter grade. A permanent grade of Incomplete (I) will be issued for any unauthorized programs (programs without an approved proposal).

Modifications

If it becomes apparent that the proposal has greatly underestimated or overestimated the amount of work necessary to complete the program or can not be completed as proposed due to extenuating circumstances, the student will alert the supervising instructor so that they can amend the proposal.