Contents
Introduction ............................................................................................................................................. 4
Philosophy Statement on Graduate Education ..................................................................................... 4
Graduate Studies Committee & Program Committees ............................................................................ 4
Admission ............................................................................................................................................... 5
Academic Policies ................................................................................................................................... 6
Master’s Degree Programs ....................................................................................................................... 9
Master’s Degree Cumulative Project Options ......................................................................................... 15
Master Programs and Emphasis Options ................................................................................................ 16
Comparisons of MS and MAE Options: ................................................................................................. 16
Master of Agricultural Education/Practitioner Emphasis ........................................................................ 17
Suggested Non-Thesis (Project) Outline .................................................................................................... 19
Master of Agricultural Education/Practitioner Emphasis Planning Guide ............................................. 21
Practitioner Emphasis Approval Checklist ............................................................................................. 23
Approval Checklist MAE Degree/Practitioner Emphasis ........................................................................ 23
Master of Agricultural Education/Career Technology Education ............................................................ 24
(CTE) Emphasis ..................................................................................................................................... 24
Suggested Non-Thesis (Project) Outline ................................................................................................. 26
Master of Agricultural Education/CTE Emphasis Planning Guide .......................................................... 27
Master of Agricultural Education/CTE Emphasis Approval Checklist ................................................... 29
Approval Checklist MAE Degree/CTE Emphasis .................................................................................. 29
Master of Agricultural Education/CTE Accelerated Master’s Program Emphasis (AMP) ....................... 30
Suggested Non-Thesis (Project) Outline .................................................................................................... 32
Master of Agricultural Education/CTE AMP Emphasis Planning Guide ................................................. 33
Master of Agricultural Education/CTE AMP Emphasis Approval Checklist ......................................... 37
Approval Checklist MAE Degree/Accelerated Master’s Program Emphasis ............................................ 37
Requirements for Institutional Recommendation for teacher certification – Graduate Students .......... 38
Master of Science/Research Emphasis .................................................................................................... 39
Suggested Thesis Outline ........................................................................................................................ 41
Master of Science/Research Planning Guide .......................................................................................... 42
Master of Science/Research Approval Checklist .................................................................................... 44
Approval Checklist MS Degree/Research Emphasis ............................................................................. 44
Thesis/Dissertation Proposal Acceptance Form ..................................................................................... 45
Introduction
The graduate program in the Department of Agricultural Education offers graduate programs leading to the Master of Science (MS) and Master of Agricultural Education (MAE) degrees conferred by the Graduate College of the University of Arizona. Each program has specific emphasis options that are detailed in this guidebook. Rules about graduate programs, in addition to those prescribed by the University and the Graduate College, are monitored by the faculty of the Department of Agricultural Education, under the direction of the Director of Graduate Studies. This handbook addresses policies of the graduate program in Agricultural Education that further define and expand the rules of the Graduate College. Policies, herein, were approved by the faculty of the Department of Agricultural Education. This handbook should be used in conjunction with the University of Arizona Graduate College Policies & Procedures which can be accessed through the link: http://grad.arizona.edu/degreecert

It is the student’s responsibility to periodically check for policy updates or changes.

Philosophy Statement on Graduate Education
(adapted from the Agricultural & Extension Education Program Handbook of The Ohio State University)

The foundation for graduate study in education includes the behavioral and social sciences and the history and philosophy of education. Persons pursuing graduate study in Agricultural Education learn to understand and use knowledge grounded in foundation disciplines for planning, implementing, and evaluating instructional programs in the food, fiber, and natural resource industries. The substance and process of graduate study must ensure that graduates:

- Pursue knowledge and understanding as scholars
- Acquire theoretical knowledge and practical skill in one or more areas of specialization in education
- Appreciate the role of systematic study and inquiry in the formulation and improvement of policy and programs, are discerning consumers of research, and have demonstrated competence in conducting and reporting research
- Exhibit openness and respect for diverse views and opinions
- Seek new knowledge and experiences in the pursuit of and commitment to lifelong learning

Graduate Studies Committee & Program Committees

A. Graduate Studies Committee (departmental)
   All tenure-track members of the faculty will serve on the Graduate Studies Committee. The chair of the committee is the Director of Graduate Studies (DGS). The DGS is appointed by the Department Head.

B. Advisors and Program Committees
   The Director of Graduate Studies will appoint each student a temporary advisor upon admission to the graduate program. The student, in consultation with the temporary advisor
and/or DGS, will propose a permanent advisor and program committee. Per the Graduate
College Policies & Procedures, master’s committees must consist of three members; at least
two must be tenure-track UA faculty members. If the third member is not a tenure-track UA
faculty member, he or she must be approved by the Graduate College as a special member.
A committee member who is not tenure-track will not be eligible to serve as sole chair of the
committee but can serve as co-chair if approved to do so by the Graduate College.

Changes in program committee membership may be made upon approval of the advisor and
student. The advisor will notify affected faculty members.

Admission

Refer to the Graduate College Policies & Procedures for policies regarding admission to the
Graduate College.

Departmental standards for admission of students to the MS and MAE programs, in addition to
those of the Graduate College, are:

- Three current letters of recommendation from individuals who can speak to the
candidate’s ability to study at the graduate level
- A Statement of Purpose that outlines the candidate’s career goals and desire to study in
the program
- A current resume or curriculum vita
- A copy of all unofficial transcripts

If a Non-Degree Seeking student wishes to enter the program and is accepted, no more than 12
units of graduate credit earned in Non-Degree status may be applied to the degree program. (In
addition, transfer units, non-degree units, and 400-level units may not exceed 12 units in
combination). Only relevant coursework will be considered for transfer and is at the discretion
of the advisor and program committee. The student will still need to apply again as degree-
seeking.

Students who wish to change their major (e.g., from a master's of animal science to a master’s of
agricultural education), must solicit admission to the Graduate College and to the new major
department as if they were a new admission. Admission to a new major is not guaranteed. If
admitted to a new major and not intending to finish the previous major, please notify the
Graduate College Degree Certification Office.

Students who have previously been enrolled in a graduate degree program, but who have had a
break in their enrollment of at least one semester (summer sessions excepted), are required to
apply for readmission to the Graduate College. Students considering readmission should check
with the Graduate College Degree Certification Office to see if additional work or updated forms
will be necessary in order to complete the degree.

Refer to the Graduate College Policies & Procedures for information about filing for a Leave of
Absence.
**Academic Policies**

A. Full-Time Graduate Student Status

1. Fall and Spring Semesters
   During the fall and spring semesters, full-time status consists of enrollment for 9 units of graduate credit. If the student holds a teaching or research assistantship or associateship, full-time status is 6 units of graduate credit. If the student is working on a thesis or dissertation and is only enrolled in 900-level units, full-time status is 3 units. If the student has completed all course work, the thesis/dissertation requirements, and is not receiving University funding, 1 unit of graduate credit will maintain full-time status. The full-time status enrollment minimums apply to students wishing to defer federal loan repayments and/or students receiving University funding.

2. Summer Sessions
   During pre-session and first and second summer sessions, full-time status consists of enrollment for 6 graduate units or more in any combination of Pre-Session, First, and Second Summer Sessions. Some colleges (Agriculture & Life Sciences and Engineering) require a greater number of units to maintain full-time graduate status if the student is receiving any financial assistance from the college. A student whose financial aid agreement requires enrollment during the summer sessions should contact the Office of Student Financial Aid to verify specific requirements. International students should check with the University’s International Students Office to ensure that their registration is in compliance with their visa status.

   **Students should verify number of units needed for scholarships or financial aid.**

B. Maximum Number of Units Allowed Per Semester

1. The Graduate College does not have a maximum enrollment policy for fall and spring semesters.

2. The maximum number of units allowed in fall and spring semesters is determined by the college in which you are enrolled. Summer and winter unit maxima are determined by the session in which you are enrolled. See below. The maximum number of units include all work carried in residence as well as concurrent registration in correspondence, extension, or approved courses at other institutions.

3. Approval of the college dean is required for any student to exceed the maximum number of units allowed per semester.

**Summer Session Unit Maxima:**

- Pre-session: 3 to 4 units (one course)
- 1st Summer Session: 6 to 7 units (two courses)
- 2nd Summer Session: 6 to 7 units (two courses)

**Winter Session Unit Maxima:** 3 to 4 units (one course)
Fall and Spring Unit Maxima:

<table>
<thead>
<tr>
<th>College or School</th>
<th>Maximum # of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture and Life Sciences</td>
<td>19</td>
</tr>
</tbody>
</table>

C. Minimum Enrollment
1. The minimum enrollment allowed per semester (fall and spring) is 3 graduate units, except for students who have completed all coursework and only need to complete dissertation, thesis, or creative component requirements. If students have completed all coursework and only have dissertation, thesis, or creative component requirements remaining, then the minimum enrollment requirement is one unit.
2. For students holding teaching or research assistantships/associateships, the minimum enrollment required is 6 graduate units. Some colleges and/or departments require additional units for students holding teaching or research assistantships/associateships.

During summer or winter sessions, students who will be using university resources are required to enroll for a minimum of 1 graduate unit. Students who are not utilizing faculty or university resources during summer session

D. Minimum Academic Requirements
1. A student cannot receive a graduate degree unless he or she has achieved a grade-point average of 3.00 or higher on all course work taken for graduate credit, whether or not the courses are offered in satisfaction of the specific requirements for a specific graduate degree. A student whose cumulative GPA is below 3.0 for two consecutive semesters will be disqualified. Programs may allow students to take additional course work while in non-degree status. In order to graduate, the student must apply for readmission to the Graduate College through their graduate department. Readmission is not guaranteed.

E. Good Standing
1. Good standing status denotes that a student is eligible to continue in or return to the University.

F. Academic Progress
1. In addition to maintaining a minimum 3.00 grade-point average, students enrolled in a graduate degree program are required to demonstrate satisfactory academic progress toward degree completion. Failure to meet satisfactory academic progress requirements is grounds for disqualification by the Dean of the Graduate College. Each department has its own criteria for evaluation of a student's academic progress. The Graduate College will apply the appropriate department's criteria when the
department requests a student's disqualification for failure to meet satisfactory academic progress guidelines. Departmental policies on satisfactory academic progress are available from departments and should be available online.

G. Academic Probation and Disqualification

1. Graduate students who have less than a cumulative 3.0 GPA will be placed on academic probation. Students on probation are required to meet with their advisor, discuss the steps necessary to remediate the problems that led to probation, and devise a written action plan to be submitted to the Graduate College. After the first term a student completes with a cumulative GPA less than 3.0, he or she will be allowed to register for one additional term. The student will be blocked from registering after that unless his or her cumulative GPA reaches 3.0 at the end of the second consecutive term of probation. Students whose GPA is below 3.0 for two consecutive semesters will be disqualified from their program. Disqualification results in the student being blocked from registration. Departments may petition for a one semester extension if the student has a high probability of succeeding. If a grade changes or completion of an Incomplete causes a prior semester’s cumulative GPA to drop below 3.0, the student will retroactively be placed on probation and that semester will count as the student’s first semester below 3.0.

2. A student who has a cumulative GPA below 3.0 for two consecutive semesters will be disqualified from the degree program. Disqualification results in the student being blocked from registration.

3. Disqualified students may apply for one of the following:
   i. Non-degree status, which allows them to continue taking graduate courses as non-degree seeking students, or
   ii. Academic renewal, if they wish to apply to a different degree program

4. Students may apply for readmission to a degree program as early as the semester after their disqualification, if they achieve a 3.0 cumulative GPA through additional graduate course work. A readmission request must be supported by the Department Head and approved by the Dean of the Graduate College. Readmission is not guaranteed.

H. Leave of Absence

1. A student must apply for a Leave of Absence if he or she does not have a registration record for the current semester. Consult the Graduate College Policies & Procedures for more information.

2. International students must consult the Office of International Student Programs and Services before filing a Leave of Absence.

3. Academic leaves (such as a leave to take course work at another institution, for research, field work, internships, professional development) are handled on a case by case basis by the department and the Graduate College.
4. Medical leave may be granted by the Dean of the Graduate College. Consult the Graduate College Policies & Procedures for more information.

5. Personal leave may be granted for a maximum of one year (two semesters) throughout the course of the degree program. The leave is granted by the Dean of the Graduate College. Personal leave may be granted retroactively for up to one year. Students will be readmitted without reapplying to the department and Graduate College at the expiration of the leave. Only when the leave is approved prior to the beginning of the semester for which the leave is being sought will the student be exempted from fees for that semester. Only academic services or facilities available to the general public can be used during a personal leave of absence.

A leave of absence may affect the status of a graduate student's financial aid. Students are responsible for determining the requirements of their funding agency and the department prior to applying for a leave of absence.

Failure to obtain a leave of absence will result in penalties as described in the Continuous Enrollment policy section.

The leave of absence form can be accessed from the Graduate College website.

**Master’s Degree Programs**

General Description: Graduate students are responsible for knowing graduate requirements of both the Graduate College and their academic departments. Information about deadlines and necessary forms are available on the Graduate Forms (http://grad.arizona.edu/forms) webpage. Other important dates are identified in the University Academic Calendar (http://catalog.arizona.edu/calendar/1011cal.html).

1. Master's degrees may be awarded for graduate work to students who have received a recognized bachelor's degree (See Admissions Requirements, http://grad.arizona.edu/admissions/admissions-requirements). Master's degree involves advanced training gained through intensive study, beyond the bachelor's degree, in a special field (or major) supplemented by study in supporting subjects. This section outlines general graduation requirements for the different master's degrees awarded by the University of Arizona; see individual department sections under Departments and Courses of Instruction, http://grad.arizona.edu/live/programs, for admission requirements and detailed information on requirements for each major. Requirements vary by program.

2. A master's enroute may be awarded in those doctoral programs that lack an ABOR-approved master's. Students who enter without a master's (or with a master's in an unrelated field) may earn a master's when they are eligible for doctoral candidacy ("ABD"). In this case, an "unrelated field" means that credits from the master's will not be used toward the Ph.D.
A. Credit Requirements
1. The total number of units required for a master's program varies by academic discipline, but all require a minimum of 30 units of graduate credit of which at least 24 credits must be in non-thesis credits. Many students will take more than the minimum number of credits. A thesis, substantial research project, final creative project, or additional coursework in lieu of a thesis is required. Except for a limited number of units that can be transferred from other approved institutions, the remaining unit requirements must be met by University of Arizona courses. At least one half of the required units must receive a grade of A, B or C. (i.e. no more than half the units can be graded S or P.) In cases in which a thesis is part of the degree program, a limited number of thesis units (910) may count toward the degree. Except as specified below, all units of coursework for the master's degree must be in 500-level courses or above.

2. Coursework taken prior to acceptance into the program
   i. The total number of units of coursework taken as an undergraduate, in graduate non-degree status and transferred from other institutions can be no more than 12. Please refer to the form entitled 'Evaluation of Transfer Credit,' [https://grad.arizona.edu/gcforms/academic-services-forms](https://grad.arizona.edu/gcforms/academic-services-forms), which can be accessed through UA GradPath Forms in UAccess. This form is due at the Graduate College before the end of the first year in residence. General limits on the 12 units taken prior to acceptance into the program:
      o Not more than 6 units of University of Arizona undergraduate coursework at the 400 level can be accepted into a master's program, only if they were not used toward the undergraduate degree.
   ii. No more than 12 units of coursework taken in graduate non-degree seeking status may be used toward a master's degree.
   iii. Transfer work may not exceed 20% of the required number of units for the master's degree being sought. (Example: For a degree that requires 30 units, no more than 6 units of transfer work may be used.)

B. Time Limitation for Master’s
1. All requirements for the master's degree must be completed within 6 years. Time-to-degree begins with the earliest course to be applied toward the degree, including credits transferred from other institutions. Work more than 6 years old is not accepted toward degree requirements.
2. Students who take a break in their studies should check with the Graduate College Degree Certification Office to determine their options.

C. Continuous Enrollment Policy for Masters Students
1. A student admitted to a master's program must register each fall and spring semester for a minimum of 3 graduate units, from original matriculation until all course and thesis requirements are met. When these requirements are met, master’s students not on financial assistance and/or not needing to maintain appropriate visa status, must
register for a minimum of 1 unit of thesis or master’s report credit each semester until the thesis or report is finalized. WHILE 1 UNIT SATISFIES CONTINUOUS ENROLLMENT, IT DOES NOT MEET REQUIREMENTS FOR FULL-TIME STATUS. Students receiving funding such as assistantships, fellowships, loans, grants, scholarships or traineeships may be required by their funding source to register for more than 1 unit to meet full-time status requirements, and should check with their program advisor regarding such requirements to ensure that they remain qualified for funding. If the degree program requirements are to be completed in the summer, the student must register for a minimum of 1 unit of graduate credit during that term. Master's and Educational Specialist candidates do not have to register for graduate units during summer sessions unless they plan to make use of University facilities or faculty time. If they do plan to use facilities or faculty time, they must enroll for a minimum of 1 unit of graduate credit.

2. **Summer-Only students**, [http://grad.arizona.edu/admissions/application-procedures/summer-only-attendance](http://grad.arizona.edu/admissions/application-procedures/summer-only-attendance), are required to enroll continuously for a minimum of 3 units during consecutive summers until the coursework and thesis requirements are met. After that, they may enroll for 1 unit.

D. **Transfer Credit**

1. No more than 20% of the minimum number of units required for a master's degree can be transferred from other accredited institutions (e.g., if a Master's degree requires 30 units, then no more than 6 units can be transferred from another university). Such transfer credit can be applied to an advanced degree only upon satisfactory completion of deficiencies as prescribed by the head of the major department in which the student seeks a degree.

2. Transfer of credit toward an advanced degree will not be made unless the grade earned was A or B, and unless it was awarded graduate credit at the institution where the work was completed. Grades of transfer work will not be used in computing the student's grade-point average. Credit for correspondence courses or extension work from other institutions will not be accepted for graduate credit.

Students who wish transfer credit must submit a Transfer Credit form in GradPath before the end of his or her first year of study.

E. **Second Master’s Degrees**

1. Normally, students earn only one master's degree at The University of Arizona. However, a student may be permitted to enter a second master's degree program if the majors are substantially different, with the approval of the Graduate College. A maximum of 6 credit hours may count toward the second master's. Credits may not count toward more than two degrees.

F. **Dual Degrees**

1. A number of dual degrees program are available. These allow qualified students an opportunity to earn two degrees with a reduction in the total number of credit hours
required. See individual departments for more information. A list of all approved Graduate Dual Degree Programs can be found at: http://catalog.arizona.edu/2013-14/policies/dual.htm

2. Dual degree programs are formal programs that result in the awarding of two degrees. Typically there is some overlap so that the total number of units required is reduced. For example, the Juris Doctor & M.B.A. dual degree program reduces the time to completion of both degree programs from 5 to 4 years. For information about specific program requirements for a dual degree, please contact the sponsoring academic units.

3. Joint degrees are formal programs whereby students earn a single degree, but with two majors.

4. Agricultural Education M.S. & Business Administration M.B.A. (Eller College)
   i. This partnership can give students in-depth knowledge of business that can help with teaching agribusiness curriculum and also gives the student a better understanding of management.
   ii. Students must apply to each program separately.

G. Major Professor for Master’s Students
1. The DGS of the student's major department will designate a major professor (advisor) and, when applicable, a thesis director (who may or may not be the same faculty member as the major advisor). The major professor serves as the student's advisor and mentor. Students may change major professors, but are required to have a major professor in order to maintain Satisfactory Academic Progress. The major professor is responsible for meeting with the student periodically to review the student’s progress.

H. Master’s Committees
1. Master's thesis committees must consist of three members; at least two must be tenure-track UA faculty members. If the third member is not a tenure-track UA faculty member, he or she must be approved by the Graduate College as a special member.
2. A member who is not tenure-track will not be eligible to serve as sole chair of the committee but can serve as co-chair if approved to do so by the Graduate College.

I. Master’s Plan of Study
1. In conjunction with his/her major professor, each student is responsible for developing a Plan of Study as early as possible during the first few months in residence, to be submitted to the Graduate College no later than the second semester in residence.
2. All deficiencies must be satisfied before the Plan of Study is approved.
3. The Plan of Study identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at The University of Arizona that the student intends to apply toward the graduate degree; and (3) additional course work s to be completed to fulfill degree requirements. The Plan of Study must have the approval of the student's major professor and department head (or chair of the Graduate Committee) before it is submitted to the Graduate College. There is a Plan
of Study fee, http://grad.arizona.edu/financial-resources/costs/degree-audit-processing-fee.

J. Completion of Master’s Requirements
   1. Most forms are now processed online. Students will find Graduate College forms by using the link in UAccess Student Center. Please pull down the menu in the Academics section and select GradPath forms. The student will be sent to a page with Graduate College information. To reach forms, just click the “GradPath Forms” button. On the forms page, student will see a “stack” of forms for degree or certificate. The first step in GradPath is to confirm awareness of the Responsible Conduct of Research policy. That form will “self-approve.” Other forms include Plan of Study, Committee Members, etc.
2. When the student's department determines that the student has completed all degree requirements, the graduate coordinator will require a signed **Completion of Master's Degree Requirements form**. This is an internal form that is signed by the three or four faculty members of the student's committee and will be kept on file in the Department of Agricultural Education. Master's committee must consist of three members; at least two must be tenure-track UA faculty members. If the third member is not a tenure-track UA faculty member, he or she must be approved by the Graduate College as a special member. All grades for Incompletes and current semester coursework must be received before the degree is considered completed. A student must have a cumulative GPA in all graduate coursework of at least 3.000 in order to graduate.

3. The student must submit a final document (thesis or master's report) on the deadline set by the Director of Graduate Studies. This deadline is usually the day before the Graduate College’s deadline for completion. The document must be submitted electronically into the D2L dropbox. If this is not possible, then the document should be submitted by email to the Graduate Coordinator. It is the student’s responsibility to ask his or her chair advisor and other committee members whether they would like bound copies of the document. **It is also the student's responsibility to make sure that the final document is submitted electronically by the deadline; otherwise, he or she will have to enroll the following semester to complete the degree requirements.**

4. For dates by which requirements must be met to graduate in a particular semester, refer to the Deadline Sheets, available in departments, in the Graduate Degree Certification Office, and online at Graduate College Deadlines, [http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation](http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation).

5. Modifications in the Plan of Study can be made. The student will have to click the “Modify” button next to the Plan of Study in his or her GradPath account, make the change, and then resubmit for approval. Name changes require that an official name change be filed with the Registrar's Office. Any financial encumbrances will delay mailing of the diploma and transcripts. Contact the Bursar's office, Room 208, Administration Building or 621-3232.

6. For more information on the GradPath forms, please go to this link [http://grad.arizona.edu/system/files/GradPath_student_faq.pdf](http://grad.arizona.edu/system/files/GradPath_student_faq.pdf).

7. Please take the Graduate College’s exit survey, [http://grad.arizona.edu/node/513](http://grad.arizona.edu/node/513), so they can provide a great student experience to future students. They need and appreciate your feedback.

K. Publication of Thesis

1. Some programs require a master's thesis or have a thesis option. A minimum of three University of Arizona faculty (two of whom must be tenure-track faculty) are required for the thesis committee.

2. Research involving human subjects or live vertebrate animals requires permission from the relevant University committee. Consult your research director and the Office
for the Responsible Conduct of Research, http://orcr.vpr.arizona.edu/, for details. Their telephone number is (520) 626-6721.

3. Research activities involving the use of human subjects require the review and approval of the University Human Subjects Committee. A copy of the Human Subjects approval letter along with the Human Subjects Research Statement must be in the student's file.

4. Research involving any live vertebrate animals must be approved by the Institutional Animal Care and Use Committee (IACUC) - The Animal Research Protocol Review form must be completed by the student/instructor and submitted to the protocol office for review and approval. Contact University Animal Care, http://www.iacuc.arizona.edu/training/, for instructions, forms and protocol. Their telephone number is (520) 621-3454.

5. Submission of the thesis to the Graduate Degree Certification Office, for publication by University Microfilms, Inc. and inclusion in The University of Arizona Library archives, is optional. There is a fee, http://grad.arizona.edu/financial-resources/costs/degree-audit-processing-fee, for microfilming and for copyrighting should a student choose those options. For more information consult the Manual for Theses and Dissertations available online and from the Graduate Degree Certification Office. Here are links the links:

- Manual for Electronic Submission of Theses and Dissertations
- Manual for Paper Submission of Theses and Dissertations (http://grad.arizona.edu/academics/degree-certification/diss-theses/manuals)

6. Publication by microfilm does not preclude publication by other methods. Successful master's candidates are encouraged to submit thesis material for publication in scholarly or professional journals. Suitable acknowledgment must indicate the publication to be a thesis, or portion of a thesis, submitted in partial fulfillment of the requirements for a master's degree at The University of Arizona.

7. If the thesis is not to be microfilmed and placed in the University of Arizona Library, contact your academic department's graduate office for instructions regarding submission of the thesis to the department and the advisor.

**Master’s Degree Cumulative Project Options**

A. Master’s Report: The Masters of Agricultural Education (MAE) degree includes a non-thesis project. The purpose of a project is to place existing knowledge in a more usable form. Adequate resources or a period of time for concentrated study and research may not be readily available for the student to complete a thesis that contributes new knowledge to the field. Therefore, the student may elect the non-Thesis option and complete a project that, generally, applies or restructures existing knowledge. A project will be a creative endeavor such as a teaching manual, teaching materials project, field study, student self-study package, evaluation material, or a needs survey. Many advisers have past projects available for current students to examine. The student may choose a cumulative written exam in lieu of the creative project.
B. Thesis Option: The Master of Science (MS) degree program must include a thesis. The purpose of a thesis is to discover new knowledge. Students will work closely with their graduate committee to identify an appropriate topic and conduct research to discover new knowledge in a systematic manner. AED 617, Research, Methods & Project Design, will provide many of the skills and the knowledge necessary to complete a thesis, so students should enroll in this course early in their program. A student might wish to examine some of the theses completed by former students. These theses are available on the Ag Education web site and in Department’s Thesis Library in Saguaro Hall.

Master Programs and Emphasis Options

A. The Master of Agricultural Education (MAE) degree program has three emphasis areas. They are:
   - Practitioner
   - Career and Technical Education (CTE)
   - Accelerated Master’s Program (AMP)

B. The Master of Science (MS) degree program has two emphasis areas. They are:
   - Research
   - Professional Agriculture

Comparisons of MS and MAE Options:

<table>
<thead>
<tr>
<th></th>
<th>MS Option</th>
<th>MAE Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total units (minimum)</td>
<td>30 units</td>
<td>32 units</td>
</tr>
<tr>
<td>Units of research, independent study or advanced studies</td>
<td>3-6 units</td>
<td>3-6 units</td>
</tr>
<tr>
<td>Minimum units in AED</td>
<td>Please check emphasis option checklist.</td>
<td>Please check emphasis option checklist.</td>
</tr>
<tr>
<td>Minimum units in non-AED area: CALS, Education, Psychology, or related discipline</td>
<td>Please check emphasis option checklist.</td>
<td>Please check emphasis option checklist.</td>
</tr>
<tr>
<td>Required Courses</td>
<td>Please check emphasis option checklist.</td>
<td>Please check emphasis option checklist.</td>
</tr>
<tr>
<td>Written Examination (if selected in lieu of Master’s Report)</td>
<td>None</td>
<td>4 hours</td>
</tr>
<tr>
<td>Thesis</td>
<td>3-6 units</td>
<td></td>
</tr>
<tr>
<td>Master’s Report</td>
<td>3-6 units</td>
<td>3-6 units</td>
</tr>
<tr>
<td>Defense</td>
<td>2 hours</td>
<td>2 hours</td>
</tr>
</tbody>
</table>
Master of Agricultural Education/Practitioner Emphasis

C. Description

1. The Master of Agricultural Education degree with the Practitioner Emphasis, available through the Graduate College, The University of Arizona, is administered by the Department of Agricultural Education. The intent of the program, which leads to the degree of Master of Agricultural Education, is to develop academic abilities in agricultural subject matter, instructional techniques and methods, program planning and administration, etc. The Master of Agricultural Education is a practitioner’s degree in which a formal written report is required in lieu of a thesis.

Note: If a student completed a 400 level version of any of the following courses (i.e., 405a, 422, 438, 460, 462, or AGTM 432), then he/she is not allowed to complete the 500 level version of the same course (i.e., 505a, 522, 538, 560, 562, or AGTM 532).

Suggested Related Program Areas

- Agricultural Education secondary teaching certification
- Communication
- Educational Leadership
- Educational Psychology
- Higher Education
- Language, Reading & Culture
- Teaching & Teacher Education
- Agricultural & Biosystems Engineering
- Agricultural & Resource Economics
- Animal Sciences
- Entomology
- Plant Sciences
- Natural Resources & the Environment
- Soil, Water & Environmental Sciences

D. Requirements

1. A minimum of one year’s successful experience in teaching, extension or similar educational work is prerequisite to admission to the Master of Agricultural Education degree program. Evidence of the candidate’s experience shall be based upon a minimum of three letters of recommendation to the head of the Department of Agricultural Education from persons who have had administrative authority over the candidate’s professional work experience. In addition, an official copy of all transcripts from colleges/universities attended is required, plus a statement of purpose for the degree.

2. A minimum of thirty-two (32) units of graduate course work is required to complete the Master of Agricultural Education degree, with a minimum of 12 units in agricultural education and 12 units in emphasis area: CALS, Education, Psychology, or related discipline. A thesis is not required, but all candidates must complete a Master’s Report (A ED 909), Creative Component. In addition, the following courses
are required: A ED 617 and A ED 621 OR A ED 697C. The candidate must present an oral defense, which will be open to the public. **If student prefers, he or she may complete a comprehensive written examination in lieu of a creative component.** Satisfactory performance on the oral examination in defense of the Master’s Report is necessary for completion of degree requirements. A maximum of 9 units of credit in A ED 599, 699 and A ED 597 combined may be used toward degree requirements.

3. The Master’s Report Proposal Meeting is a required activity of all graduate students pursuing the Master of Agricultural Education degree. It is intended to provide the graduate examination committee with details of the student’s anticipated project upon which a creative component is based. The proposal for this (A ED 909 – Masters Report) must be approved by the candidate’s graduate examination committee prior to data collection.

E. The Master’s Report Proposal Meeting
   1. The Master’s Report Proposal Meeting is intended to provide graduate students pursuing the Master of Agricultural Education degree the opportunity to present to the graduate examination committee the details of the proposed project.
   2. The seminar gives the graduate student the opportunity to share the proposed project including procedures and anticipated outcomes with the graduate examination committee to solicit ideas and gain approval prior to initiation of the project.

F. Qualification
   To be qualified for the Master's Report Review, the student must meet the following criteria:
   1. Must be pursuing the Master of Agricultural Education degree program.
   2. Must have completed or be enrolled in A ED 617 and A ED 621 or A ED 697C, or have the consent of the graduate examination committee.
   3. The written proposal must be presented to the graduate examination committee two weeks prior to the presentation.

G. Presentation
   1. Each student, with the assistance of the major professor, will organize and verbally present a detailed overview of the proposed project. The oral presentation and the written proposal are the responsibility of the graduate student and the major professor.
Suggested Non-Thesis (Project) Outline

1. Project report could include:
   - Cover Page
   - Table of Contents
   - List of Tables
   - List of Figures

2. Chapter 1 Introduction
   - Need for the Study, Background Information
   - Objectives/Procedures

3. Chapter 2 Procedures to be followed to conduct the project
   - Information Gathering Procedures
     - From whom/where gathered
     - When gathered
     - How gathered
   - Assembly and analyses Procedures

4. Chapter 3 The Project Content
   - Findings or Results and Conclusions (The Project Product)
   - Discussion and Implications

5. References Cited

6. Appendices
# Master of Agricultural Education/Practitioner Emphasis Planning Guide

**Master of Agricultural Education/Practitioner emphasis**

**Course Requirements:** 32 units required; minimum of 12 in A ED and minimum 12 from emphasis area - CALS, Education, Psychology, or related discipline

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Term(s) Offered</th>
<th>Taken Semester &amp; Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A ED 617 - Research, Methods &amp; Project Design (3 units) AND A ED 621 – Program Planning and Evaluation (3 units) OR A ED 697C – Workshop on Teaching at the College Level (3 units)</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td><strong>Additional courses:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A ED 501a - Teacher Induction: Principles and Philosophy of CTE and Agricultural Education (3 units)</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>A ED 501b - Teacher Induction for Teacher-Operating a CTE Student Organization (3 units)</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>A ED 502a - Teacher Induction for Teacher-Methods of Teaching Agriculture (3 units)</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>A ED 502b - Teacher Induction Program-Educational Philosophy (3 units)</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>A ED 601 - Philosophy and Practices of Instructional Methods (3 units)</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>A ED 621 - Program Planning and Evaluation (3 units)</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>A ED 697c - Workshop on Teaching at the College Level (3 units)</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td><strong>Additional courses (May be applied to degree if not taken as an undergraduate):</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A ED 509 – Team and Organizational Leadership (3 units)</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>AGTM 522 - Communicating Knowledge in Agric &amp; Life Sciences (3 units)</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>AGTM 532 - Technology Management (3 units)</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td><strong>Additional courses from other departments:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Max 9 units combined allowed from the following:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A ED 593 - Internship</td>
<td>Fall/Sp/Sum</td>
<td></td>
</tr>
<tr>
<td>A ED 597a and b - Workshops</td>
<td></td>
<td>Summer</td>
</tr>
<tr>
<td>A ED 599 - Independent Study</td>
<td>Fall/Sp/Sum</td>
<td></td>
</tr>
<tr>
<td>A ED 693 – Internship</td>
<td>Fall/Sp/Sum</td>
<td></td>
</tr>
<tr>
<td>A ED 699 – Independent Study</td>
<td>Fall/Sp/Sum</td>
<td></td>
</tr>
<tr>
<td>A ED 900 – Research (1-3 units)</td>
<td>Fall/Sp/Sum</td>
<td></td>
</tr>
</tbody>
</table>
Max 6 units combined allowed from the following:

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>A ED 909 – Master’s Report (1-5 units per semester; 3 units/term)</td>
<td>Fall/Sp/Sum</td>
</tr>
</tbody>
</table>

Transfer courses:

6 units of graduate credit may be transferred from accredited institutions. 12 units as a non-degree seeking student may be applied to the degree (if combining with transfer units, cannot go over a total of 12 units [transfer and non-degree]).

6-year time limitation to completion. **The MAE is an option for practicing secondary Agricultural Education instructors.**

_Updated 6/12_
Practitioner Emphasis Approval Checklist

<table>
<thead>
<tr>
<th>Met</th>
<th>Not Met</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>32 units</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12 in A ED</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12 from emphasis area – CALS, Education, Psychology, or related discipline</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No more than 9 units for internship, workshops, independent study, and research</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No more than 6 units for Master’s Report (A ED 909)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No more than 16 units pass/fail</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Program must include these courses:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A ED 617</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A ED 621 OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A ED 697C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plans for meeting conditions of admission, if any</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internship, if needed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Program completed within a six-year period</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final Plan of Study submitted to Dr. Foor prior to beginning second quarter of enrollment</td>
</tr>
</tbody>
</table>

COMMENTS:

☐ Initial Approval  ☐ Final Approval

Signature of Graduate Studies Director/Date  Signature of Adviser and Chair/Date

Copies to: Administrative Associate, Adviser, Student
Master of Agricultural Education/Career Technology Education (CTE) Emphasis

A. Description
   1. The Master of Agricultural Education degree with the CTE Emphasis, available through the Graduate College, The University of Arizona, is administered by the Department of Agricultural Education. The intent of the program, which leads to the degree of Master of Agricultural Education, is to develop academic abilities in agricultural subject matter, instructional techniques and methods, program planning and administration, etc. This emphasis area is for students interested in becoming certified teachers. The Master of Agricultural Education is a degree in which a formal written report is required in lieu of a thesis.

Note: If a student completed a 400 level version of any of the following courses (i.e., 405a, 422, 438, 460, 462, or AGTM 432), then he/she is not allowed to complete the 500 level version of the same course (i.e., 505a, 522, 538, 560, 562, or AGTM 532).

Suggested Related Program Areas
   o Agricultural Education secondary teaching certification
   o Communication
   o Educational Leadership
   o Educational Psychology
   o Higher Education
   o Language, Reading & Culture
   o Teaching & Teacher Education
   o Agricultural & Biosystems Engineering
   o Agricultural & Resource Economics
   o Animal Sciences
   o Entomology
   o Plant Sciences
   o Natural Resources & the Environment
   o Soil, Water & Environmental Sciences

B. Requirements
   1. Evidence of the candidate’s experience shall be based upon a minimum of three letters of recommendation to the head of the Department of Agricultural Education from persons who have had administrative authority over the candidate’s professional work experience. In addition, an official copy of all transcripts from colleges/universities attended is required, plus a statement of purpose for the degree.
   2. A minimum of thirty-two (32) units of graduate course work is required to complete the Master of Agricultural Education degree, with a minimum of 21 units in agricultural education and minimum 6 units from Structured English Immersion. A thesis is not required, but all candidates must complete a Master’s Report (A ED 909), Creative Component. In addition, the following courses are required: A ED 505a, A ED 538, A ED 560, A ED 562, A ED 593a, A ED 593b, LRC 516 or LCEV 508, LRC 517 or LCEV 516, and Arizona History and Constitution requirement.
The candidate must present an oral defense, which will be open to the public. **If student prefers, he or she may complete a comprehensive written examination in lieu of a creative component.** Satisfactory performance on the oral examination in defense of the Master’s Report is necessary for completion of degree requirements. A maximum of 9 units of credit in A ED 599, 699 and A ED 597 combined may be used toward degree requirements.

3. The Master’s Report Proposal Meeting is a required activity of all graduate students pursuing the Master of Agricultural Education degree. It is intended to provide the graduate examination committee with details of the student’s anticipated project upon which a creative component is based. The proposal for this (A ED 909 – Masters Report) must be approved by the candidate’s graduate examination committee prior to data collection.

C. The Master’s Report Proposal Meeting
   1. The Master’s Report Proposal Meeting is intended to provide graduate students pursuing the Master of Agricultural Education degree the opportunity to present to the graduate examination committee the details of the proposed project.
   2. The seminar gives the graduate student the opportunity to share the proposed project including procedures and anticipated outcomes with the graduate examination committee to solicit ideas and gain approval prior to initiation of the project.

D. Qualification
   To be qualified for the Master's Report Review, the student must meet the following criteria:
   1. Must be pursuing the Master of Agricultural Education degree program.
   2. Must have completed or be enrolled in required courses, or have the consent of the graduate examination committee.
   3. The written proposal must be presented to the graduate examination committee two weeks prior to the presentation.

E. Presentation
   1. Each student, with the assistance of the major professor, will organize and verbally present a detailed overview of the proposed project. The oral presentation and the written proposal are the responsibility of the graduate student and the major professor.
Suggested Non-Thesis (Project) Outline

1. Project report could include:
   - Cover Page
   - Table of Contents
   - List of Tables
   - List of Figures

2. Chapter I Introduction
   - Need for the Study, Background Information
   - Objectives/Procedures

3. Chapter 2 Procedures to be followed to conduct the project
   - Information Gathering Procedures
     - From whom/where gathered
     - When gathered
     - How gathered
   - Assembly and analyses Procedures

4. Chapter 3 The Project Content
   - Findings or Results and Conclusions (The Project Product)
   - Discussion and Implications

5. References Cited

6. Appendices
# Master of Agricultural Education/CTE Emphasis Planning Guide

## Course Requirements:
- **32 units required; minimum of 21 in A ED and minimum 6 from Structured English Immersion**

<table>
<thead>
<tr>
<th>Required:</th>
<th>Term(s) Offered</th>
<th>Taken Semester &amp; Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>A ED 505A – Principles of Career and Technical Education (3)</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>A ED 538 – The Teaching of Secondary School Agricultural Science (4)</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>A ED 560 – Instructional Materials Development (4)</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>A ED 562 – Curriculum Development (3)</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>A ED 593A – Internship – Pre-Student Teaching (2)</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>A ED 593B – Internship – Student Teaching (5)</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>LRC 516 – Structured English Foundations (3) OR LCEV 508 – Methods of Teaching English to English Language Learners (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LRC 517 – Structured English Immersion Methods (3) OR LCEV 516 – Sheltered English Instruction Methods (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arizona History and Constitution requirement (exam)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional courses:
- A ED 601 - Philosophy and Practices of Instructional Methods (3) | Spring
- A ED 617 – Research, Methods, and Project Design (3) | Fall
- A ED 621 - Program Planning and Evaluation (3 units) | Spring
- A ED 697c - Workshop on Teaching at the College Level (3 units) | Fall

### Additional courses (May be applied to degree if not taken as an undergraduate):
- A ED 509 – Team and Organizational Leadership (3) | Spring
- AGTM 522 - Communicating Knowledge in Agric & Life Sciences (3) | Fall
- AGTM 532 - Technology Management (3) | Spring

### Additional courses from other departments:

### Max 9 units combined allowed from the following:
- A ED 593 - Internship | Fall/Sp/Sum
- A ED 597a and b - Workshops | Summer
- A ED 599 - Independent Study | Fall/Sp/Sum
- A ED 693 – Internship | Fall/Sp/Sum
- A ED 699 – Independent Study | Fall/Sp/Sum
- A ED 900 – Research (1-3 units) | Fall/Sp/Sum

### Max 6 units combined allowed from the following:
- A ED 909 – Master’s Report (1-5 units per semester; 3 units/term) | Fall/Sp/Sum

### Transfer courses:

---

6 units of graduate credit may be transferred from accredited institutions. 12 units as a non-degree seeking student may be applied to the degree (if combining with transfer units, cannot go over a total of 12 units [transfer and non-degree]). 6-year time limitation to completion.
<table>
<thead>
<tr>
<th></th>
<th>Spring</th>
<th></th>
<th>Fall</th>
<th></th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>A ED 562</td>
<td>3</td>
<td></td>
<td>A ED 538</td>
<td>4</td>
<td>A ED 505A</td>
</tr>
<tr>
<td>A ED 593A</td>
<td>2</td>
<td></td>
<td>A ED 560</td>
<td>4</td>
<td>A ED 593B</td>
</tr>
<tr>
<td>LRC 516/LCEV 508</td>
<td>3</td>
<td></td>
<td>LRC 517/LCEV 516</td>
<td>3</td>
<td>A ED 909</td>
</tr>
<tr>
<td>Elective</td>
<td>(3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL:</strong> 11</td>
<td></td>
<td></td>
<td><strong>TOTAL:</strong> 11</td>
<td></td>
<td><strong>TOTAL:</strong> 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td>32</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Updated 6/12*
Master of Agricultural Education/CTE Emphasis Approval Checklist

Approval Checklist MAE Degree/CTE Emphasis

Student Name: _______________________________________________________________

_________ Program submitted to Dr. Foor prior to end of second quarter enrollment.

_________ Program reviewed and returned to adviser.

_________ Date for graduation.

<table>
<thead>
<tr>
<th>Met</th>
<th>Not Met</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>32 units</td>
</tr>
<tr>
<td></td>
<td></td>
<td>21 in A ED</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6 from in Structured English Immersion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No more than 9 units for internship, workshops, independent study, and research</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No more than 6 units for Master’s Report (A ED 909)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No more than 16 units pass/fail</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Program must include these courses:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A ED 505a</td>
</tr>
<tr>
<td></td>
<td>Met</td>
<td>A ED 562</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LRC 516 or LCEV 508</td>
</tr>
<tr>
<td></td>
<td>N/Met</td>
<td>A ED 538</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A ED 593A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LRC 517 or LCEV 516</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A ED 560</td>
</tr>
<tr>
<td></td>
<td>Met</td>
<td>A ED 593B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AZ History &amp; Constitution Req. Exam</td>
</tr>
<tr>
<td></td>
<td>N/Met</td>
<td></td>
</tr>
</tbody>
</table>

Plans for meeting conditions of admission, if any

Internship, if needed

Program completed within a six-year period

Final Plan of Study submitted to Dr. Foor prior to beginning second quarter of enrollment

Final Plan of Study with two copies submitted to A ED Main Office

COMMENTS:

☐ Initial Approval  ☐ Final Approval

_________________________________________  __________________________________________
Signature of Graduate Studies Director/Date  Signature of Adviser and Chair/Date

Copies to: Administrative Associate, Adviser, Student
Master of Agricultural Education/CTE Accelerated Master’s Program Emphasis (AMP)

A. Description

1. The Master of Agricultural Education degree with the CTE Accelerated Master’s Program (AMP) Emphasis, available through the Graduate College, The University of Arizona, is administered by the Department of Agricultural Education. The intent of the program, which leads to the degree of Master of Agricultural Education, is to develop academic abilities in agricultural subject matter, instructional techniques and methods, program planning and administration, etc. This emphasis area is for students currently earning an undergraduate degree in agriculture and life sciences who would like to achieve teacher certification in secondary Agricultural Education. Students from the following degree programs are eligible to pursue the AMP: Animal Sciences; Natural Resources; Plant Sciences and Sustainable Plant Systems; Environmental Science and Sustainable Plant Systems; and Agricultural Economics and Management, and Environmental and Water Resource Economics. The Master of Agricultural Education is a degree in which a formal written report is required in lieu of a thesis.

Note: If a student completed a 400 level version of any of the following courses (i.e., 405a, 422, 438, 460, 462, or AGTM 432), then he/she is not allowed to complete the 500 level version of the same course (i.e., 505a, 522, 538, 560, 562, or AGTM 532).

Suggested Related Program Areas

- Agricultural Education secondary teaching certification
- Communication
- Educational Leadership
- Educational Psychology
- Higher Education
- Language, Reading & Culture
- Teaching & Teacher Education
- Agricultural & Biosystems Engineering
- Agricultural & Resource Economics
- Animal Sciences
- Entomology
- Plant Sciences
- Natural Resources & the Environment
- Soil, Water & Environmental Sciences

B. Requirements

1. A minimum of one year’s successful experience in teaching, extension or similar educational work is prerequisite to admission to the Master of Agricultural Education degree program. Evidence of the candidate’s experience shall be based upon a minimum of three letters of recommendation to the head of the Department of Agricultural Education from persons who have had administrative authority over the candidate’s professional work experience. In addition, an official copy of all transcripts from colleges/universities attended is required, plus a statement of purpose for the degree.
2. A minimum of thirty-two (32) units of graduate course work is required to complete the Master of Agricultural Education degree, with a minimum of 21 units in agricultural education and minimum 6 units from Structured English Immersion. A thesis is not required, but all candidates must complete a Master’s Report (A ED 909), Creative Component. In addition, the following courses are required: A ED 505a, A ED 538, A ED 560, A ED 562, A ED 593a, A ED 593b, LRC 516 or LCEV 508, LRC 517 or LCEV 516, and Arizona History and Constitution requirement (exam). The candidate must present an oral defense, which will be open to the public. If student prefers, he or she may complete a comprehensive written examination in lieu of a creative component. Satisfactory performance on the oral examination in defense of the Master’s Report is necessary for completion of degree requirements. A maximum of 9 units of credit in A ED 599, 699 and A ED 597 combined may be used toward degree requirements.

3. The Master’s Report Proposal Meeting is a required activity of all graduate students pursuing the Master of Agricultural Education degree. It is intended to provide the graduate examination committee with details of the student’s anticipated project upon which a creative component is based. The proposal for this (A ED 909 – Masters Report) must be approved by the candidate’s graduate examination committee prior to data collection.

C. The Master’s Report Proposal Meeting
   1. The Master’s Report Proposal Meeting is intended to provide graduate students pursuing the Master of Agricultural Education degree the opportunity to present to the graduate examination committee the details of the proposed project.
   2. The seminar gives the graduate student the opportunity to share the proposed project including procedures and anticipated outcomes with the graduate examination committee to solicit ideas and gain approval prior to initiation of the project.

D. Qualification
   To be qualified for the Master's Report Review, the student must meet the following criteria:
   1. Must be pursuing the Master of Agricultural Education degree program.
   2. Must have completed or be enrolled in required courses, or have the consent of the graduate examination committee.
   3. The written proposal must be presented to the graduate examination committee two weeks prior to the presentation.

E. Presentation
   1. Each student, with the assistance of the major professor, will organize and verbally present a detailed overview of the proposed project. The oral presentation and the written proposal are the responsibility of the graduate student and the major professor.
Suggested Non-Thesis (Project) Outline

1. Project report could include:
   - Cover Page
   - Table of Contents
   - List of Tables
   - List of Figures

2. Chapter I Introduction
   - Need for the Study, Background Information
   - Objectives/Procedures

3. Chapter 2 Procedures to be followed to conduct the project
   - Information Gathering Procedures
     - From whom/where gathered
     - When gathered
     - How gathered
   - Assembly and analyses Procedures

4. Chapter 3 The Project Content
   - Findings or Results and Conclusions (The Project Product)
   - Discussion and Implications

5. References Cited

6. Appendices
# Master of Agricultural Education/CTE AMP Emphasis Planning Guide

**Course Requirements:** 32 units required; minimum of 21 in A ED and minimum 6 from Structured English Immersion

<table>
<thead>
<tr>
<th>Required:</th>
<th>Term(s) Offered</th>
<th>Taken Semester &amp; Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>A ED 505A – Principles of Career and Technical Education (3)</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>A ED 538 – The Teaching of Secondary School Agricultural Science (4)</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>A ED 560 – Instructional Materials Development (4)</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>A ED 562 – Curriculum Development (3)</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>A ED 593A – Internship – Pre-Student Teaching (2)</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>A ED 593B – Internship – Student Teaching (5)</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>LRC 516 – Structured English Foundations (3) <strong>OR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCEV 508 – Methods of Teaching English to English Language Learners (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LRC 517 – Structured English Immersion Methods (3) <strong>OR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCEV 516 – Sheltered English Instruction Methods (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arizona History and Constitution requirement (exam)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional courses:**

<table>
<thead>
<tr>
<th>Additional courses:</th>
<th>Term(s) Offered</th>
<th>Taken Semester &amp; Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>A ED 601 - Philosophy and Practices of Instructional Methods (3)</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>A ED 617 – Research, Methods, and Project Design (3)</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>A ED 621 - Program Planning and Evaluation (3 units)</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>A ED 697c - Workshop on Teaching at the College Level (3 units)</td>
<td>Fall</td>
<td></td>
</tr>
</tbody>
</table>

**Additional courses (May be applied to degree if not taken as an undergraduate):**

<table>
<thead>
<tr>
<th>Additional courses (May be applied to degree if not taken as an undergraduate):</th>
<th>Term(s) Offered</th>
<th>Taken Semester &amp; Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>A ED 509 – Team and Organizational Leadership (3)</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>AGTM 522 - Communicating Knowledge in Agric &amp; Life Sciences (3)</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>AGTM 532 - Technology Management (3)</td>
<td>Spring</td>
<td></td>
</tr>
</tbody>
</table>

**Additional courses from other departments:**

**Max 9 units combined allowed from the following:**

<table>
<thead>
<tr>
<th>Additional courses from other departments:</th>
<th>Term(s) Offered</th>
<th>Taken Semester &amp; Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>A ED 593 - Internship</td>
<td>Fall/Sp/Sum</td>
<td></td>
</tr>
<tr>
<td>A ED 597a and b - Workshops</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>A ED 599 - Independent Study</td>
<td>Fall/Sp/Sum</td>
<td></td>
</tr>
<tr>
<td>A ED 693 – Internship</td>
<td>Fall/Sp/Sum</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Fall/Sp/Sum</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>A ED 699</td>
<td>Independent Study</td>
<td></td>
</tr>
<tr>
<td>A ED 900</td>
<td>Research (1-3 units)</td>
<td></td>
</tr>
</tbody>
</table>

**Max 6 units combined allowed from the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Fall/Sp/Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>A ED 909</td>
<td>Master’s Report (1-5 units per semester; 3 units/term)</td>
<td></td>
</tr>
</tbody>
</table>

**Transfer courses:**

6 units of graduate credit may be transferred from accredited institutions. 12 units as a non-degree seeking student may be applied to the degree (if combining with transfer units, cannot go over a total of 12 units [transfer and non-degree]). 6-year time limitation to completion.
Note. Courses taken Fall 1 and Spring 1 (during concurrent undergraduate enrollment will fulfill elective requirements, unless otherwise agreed upon with the student’s undergraduate advisor.

<table>
<thead>
<tr>
<th>Fall 1 (undergraduate/graduate)</th>
<th>Spring 1 (undergraduate/graduate)</th>
<th>Fall 2 (graduate)</th>
<th>Spring 2 (graduate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LRC 516/LCEV 508  3</td>
<td>A ED 562  3</td>
<td>A ED 538  4</td>
<td>A ED 505A  3</td>
</tr>
<tr>
<td>A ED 593A  2</td>
<td>A ED 560  4</td>
<td>A ED 593B  5</td>
<td></td>
</tr>
<tr>
<td>LRC/517/LCEV 516  3</td>
<td>Elective (3)</td>
<td>A ED 909  2</td>
<td></td>
</tr>
<tr>
<td>TOTAL: 3</td>
<td>TOTAL: 5</td>
<td>TOTAL: 14</td>
<td>TOTAL: 10</td>
</tr>
<tr>
<td>TOTAL: 32</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Updated 6/12
Approval Checklist MAE Degree/Accelerated Master’s Program Emphasis

Student Name: _______________________________________________________________

________ Program submitted to Dr. Foor prior to end of second quarter enrollment.

________ Program reviewed and returned to adviser.

________ Date for graduation.

<table>
<thead>
<tr>
<th>Met</th>
<th>Not Met</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>32 units</td>
</tr>
<tr>
<td></td>
<td></td>
<td>21 in A ED</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6 from Structured English Immersion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No more than 9 units for internship, workshops, independent study, and research</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No more than 6 units for Master’s Report (A ED 909)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No more than 16 units pass/fail</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Program must include these courses:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A ED 505a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A ED 538</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A ED 560</td>
</tr>
</tbody>
</table>

Plans for meeting conditions of admission, if any

Internship, if needed

Program completed within a six-year period

Final Plan of Study submitted to Dr. Foor prior to beginning second quarter of enrollment

Final Plan of Study with two copies submitted to A ED Main Office

COMMENTS:

Initial Approval       Final Approval

Signature of Graduate Studies Director/Date   Signature of Adviser and Chair/Date

Copies to: Administrative Associate, Adviser, Student
Requirements for Institutional Recommendation for Teacher Certification – Graduate Students

The following minimum requirements must be met in order for a graduate student in the Department of Agricultural Education to qualify for institutional recommendation for teacher certification from the University of Arizona. The University of Arizona does not certify individuals to teach; teacher certification is obtained from the Arizona Department of Education. While faculty and staff will assist the student in obtaining institutional recommendation, the student is ultimately responsible for contacting the appropriate individuals to obtain institutional recommendation from the University of Arizona and teacher certification from the Arizona Department of Education.

The minimum requirements are as follows:

1. **Content knowledge:** an undergraduate degree in agriculture, the life sciences, or closely related disciplines as to be determined by the faculty of the Department of Agricultural Education. The combination of work experiences and a relevant undergraduate degree will be considered, however an undergraduate degree is required.

2. **Pedagogical (teaching and learning) coursework:**
   a. A ED 505A: Principles of Career and Technical Education (3)
   b. A ED 538: The Teaching of Secondary School Agricultural Science (4)
   c. A ED 560: Instructional Materials Development (4)
   d. A ED 562: Curriculum Development (3)
   e. A ED 593A: Internship – Pre-Student Teaching (2)
   f. A ED 593B: Internship – Student Teaching (5)

3. **Structured English Immersion coursework** (required by Arizona law):
   a. LRC 516: Structured English Foundations (3) AND
   b. LRC 517: Structured English Immersion Methods (3)
   OR
   c. LCEV 508: Methods of Teaching English to English Language Learners (3) AND
   d. LCEV 516: Sheltered English Instruction Methods (3)

4. **Arizona and U.S. Constitution requirements** (required by Arizona law):
   a. Coursework **OR**
   b. Exam at [www.aepa.nesinc.com](http://www.aepa.nesinc.com)

5. Completion of Master’s degree
Master of Science/Research Emphasis

A. Description
1. The Master of Science degree with an emphasis in Research, available through the Graduate College, the University of Arizona, is administered by the Department of Agricultural Education. The intent of the program, which leads to the degree of Master of Science, is to develop academic abilities in research design, implementation, and analysis. An emphasis on research methodology and evaluation is an important part of the Master of Science degree program.

Note: If a student completed a 400 level version of any of the following courses (i.e., A ED 405a, 438, 460, 462, AGTM 422, AGTM 432), then he/she is not allowed to complete the 500 level version of the same course (i.e., A ED 505a, 538, 560, 562, AGTM 422 and AGTM 532).

Suggested Related Program Areas
- Agricultural Education secondary teaching certification
- Communication
- Educational Leadership
- Educational Psychology
- Higher Education
- Language, Reading & Culture
- Teaching & Teacher Education
- Agricultural & Biosystems Engineering
- Agricultural & Resource Economics
- Animal Sciences
- Entomology
- Plant Sciences
- Natural Resources & the Environment
- Soil, Water & Environmental Sciences

B. Requirements
1. A total of thirty (30) units of graduate credit are required with a minimum of 18 units in agricultural education, and 9 units from emphasis area: CALS, Education, Psychology, or related discipline. A Thesis (A ED 910) must be completed.
2. The Research Proposal Meeting is a required activity of all graduate students pursuing the Master of Science degree in Agricultural Education. It is intended to provide the graduate examination committee with details of the student’s anticipated research. The proposal for the Thesis (A ED 910) must be approved by the candidate’s graduate examination committee prior to data collection.
3. Failure to maintain satisfactory academic progress will result in the student being converted to non-degree status as per Graduate College policy.
4. The student, in consultation with the major professor, shall select the graduate examination committee members. The graduate examination committee is composed of faculty in the department who hold the rank of assistant professor or above.
C. Research Proposal Meeting
   1. The Research Proposal Review is intended to provide graduate students pursuing the Master of Science degree in Agricultural Education the opportunity to present to the graduate examination committee the details of the proposed study.
   2. The Research Proposal Review gives the graduate student the opportunity to share the research topic, questions, methodology, and instrumentation with the graduate examination committee to solicit ideas and gain approval prior to initiation of data collection.

D. Qualification

To be qualified for the Research Proposal Meeting the student must meet the following criteria:

   1. Must be pursuing the Master of Science Degree program in Agricultural Education.
   2. Must have completed or be enrolled in A ED 617, or have the consent of the graduate examination committee.
   3. The written proposal (see specific requirements in "Presentation" below) must be presented to the graduate examination committee two weeks prior to the review.

E. Presentation

Each student, with the assistance of the major professor, will organize and verbally present a detailed overview of the proposed research. The presentation should include the following:

   • Formal statement of the problem selected for study
   • Value of study to the profession and the candidate
   • Interpretation of literature review
   • Assumptions, limitations and delimitations
   • Identification of variables and research questions to be investigated
   • Research Procedure (as applicable)
   • Design
   • Population/Sample
   • Data Analysis
   • Data Collection Instrument/Process

Important Note: All graduate students will meet annually with the Department Graduate Committee to review academic progress toward degree completion, using the above Graduate Program Checklist as a guide. Failure to maintain satisfactory academic progress will result in the student being converted to non-degree status as per Graduate College policy.
Suggested Thesis Outline

1. Use appropriate style manual as specified by your adviser and the directions manual from the Graduate School that is on their web site (http://grad.arizona.edu/current-students/manuals and http://grad.arizona.edu/degrecert/samples-templates).
   - Cover Page
   - Table of Contents
   - List of Tables
   - List of Figures

2. Chapter 1
   - Introduction (Background, Setting, Need, Justification, and Significance of the Problem)
   - Problem Statement
   - Objectives, Research Questions, and and/or Hypotheses
   - Definition of Terms (Constitutive and Operational)
   - Limitations of the Study (if needed)
   - Basic Assumption of the Study (if needed)

3. Chapter 2 - Review of Literature
   - Sections determined as appropriate to building the theoretical framework for the study.

4. Chapter 3 - Procedures
   - Experimental or Non-Experimental
     - Research Design
     - Subject Selection
     - Outcome Measures
     - Conditions of Testing
     - Treatments
     - Data Analysis

5. Chapter 4 - Results
   - Findings (framed by the objectives/questions/hypotheses)

6. Chapter 5 – Summary/Conclusion/Recommendations
   - Present, in abstract form, objectives and procedures
   - Present a summary of the major conclusions from the study
     - Recommendations
       - Generalize conclusions to appropriate practices/procedures/policies
     - Implications
       - Implications to existing knowledge/theory
       - Implications for further study

7. References Cited

8. Appendices – Supporting Information
### Master of Science/Research Planning Guide

#### Course Requirements:
30 units required; minimum of 18 in A ED and minimum 9 from emphasis area – CALS, Education, Psychology, or related discipline

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Term(s) Offered</th>
<th>Taken Semester &amp; Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A ED 617 - Research, Methods, and Project Design (3 units)</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>A ED 621 - Program Planning and Evaluation (3 units)</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>A ED 697c - Workshop in Teaching at the College Level (3 units)</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>Statistics Course: Suggested EDP 541, COM 671, or PSY 510 (3 units)</td>
<td>Fall/Sp</td>
<td></td>
</tr>
<tr>
<td><strong>Additional courses:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A ED 601 - Philosophy and Practices of Instruct Methods (3 units)</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td><strong>Additional courses (May be applied to degree if not taken as an undergraduate):</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A ED 509 – Team and Organizational Leadership(3 units)</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>AGTM 522 - Communicating Knowledge in Agric &amp; Life Sciences (3 units)</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>AGTM 532 - Technology Management (3 units)</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td><strong>Additional courses from other departments:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max 9 units combined allowed from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A ED 593 – Internship</td>
<td>Fall/Sp/Sum</td>
<td></td>
</tr>
<tr>
<td>A ED 597a and b - Workshops</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>A ED 599 - Independent Study</td>
<td>Fall/Sp/Sum</td>
<td></td>
</tr>
<tr>
<td>A ED 693 – Internship</td>
<td>Fall/Sp/Sum</td>
<td></td>
</tr>
<tr>
<td>A ED 699 – Independent Study</td>
<td>Fall/Sp/Sum</td>
<td></td>
</tr>
<tr>
<td>A ED 900 – Research (1-3 units)</td>
<td>Fall/Sp/Sum</td>
<td></td>
</tr>
<tr>
<td>Max 6 units combined allowed from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A ED 910 – Thesis (1-6 units; 3 units/term)</td>
<td>Fall/Sp/Sum</td>
<td></td>
</tr>
</tbody>
</table>
Transfer courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6 units of graduate credit may be transferred from accredited institutions. 12 units as a non-degree seeking student may be applied to the degree (if combining with transfer units, cannot go over a total of 12 units [transfer and non-degree]). 6-year time limitation to completion. Students typically can earn this degree within one year of full-time enrollment.

The MS is designed for on-campus students who hold certification in secondary Agricultural Education or have earned a Bachelor’s degree and wish to pursue a graduate degree in Agricultural Education.

Updated 6/12
Master of Science/Research Approval Checklist

Approval Checklist MS Degree/Research Emphasis

Student Name: _______________________________________________________________

_________ Program submitted to Dr. Foor prior to end of second quarter enrollment.

_________ Program reviewed and returned to adviser.

_________ Date for graduation.

<table>
<thead>
<tr>
<th>Met</th>
<th>Not Met</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 in A ED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 from emphasis area – CALS, Education, Psychology, or related discipline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No more than 9 units for internship, workshops, independent study, and research</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No more than 6 units for thesis (A ED 910)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No more than 15 units for pass/fail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program must include these courses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A ED 617</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A ED 621</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A ED 697C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statistics (Suggested EDP 541, COM 671, or PSY 510)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plans for meeting conditions of admission, if any</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internship, if needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program completed within a six-year period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Plan of Study submitted to Dr. Foor prior to beginning second quarter of enrollment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Plan of Study with two copies submitted to A ED Main Office</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COMMENTS:

☐ Initial Approval           ☐ Final Approval

Signature of Graduate Studies Director/Date                        Signature of Adviser and Chair/Date

Copies to: Administrative Associate, Adviser, Student
Thesis/Dissertation Proposal Acceptance Form

Title of Proposed Study: ____________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Submitted by: __________________________________________________________________

______________________________________________________________________________

The Graduate Committee for ________________________________________ (candidate) met in formal session on _________________________ (date) and approved the proposed research project.

_________________________________________________________  ______________________
Candidate                                                              Graduate Adviser

_________________________________________________________
Date                                                                Committee Member

_________________________________________________________
                                                                 Committee Member

_________________________________________________________
                                                                 Committee Member

The acceptability of the research study proposal is determined by the candidate’s Graduate Committee. The student, adviser, and the members of the committee should engage in timely discussions to maintain progress toward completion of the research project. The adviser and the student should retain a copy of this form in their files.
Master of Science/Professional Agriculture Emphasis

1. Description
   The Master of Science degree with an emphasis in Agriculture Professional Emphasis, available through the Graduate College, the University of Arizona, is administered by the Department of Agricultural Education. The intent of the program, which leads to the degree of Master of Science, is to develop academic abilities in research design, implementation, and analysis. It is a non-thesis based degree designed for individuals working in the agriculture industry seeking a distance Master's degree. Individuals with a Bachelor's degree in agriculture and life science related disciplines are encouraged to apply. An emphasis on research methodology and evaluation is an important part of the Master of Science degree program.

Note: If a student completed a 400 level version of any of the following courses (i.e., A ED 405a, 438, 460, 462, AGTM 422, AGTM 432), then he/she is not allowed to complete the 500 level version of the same course (i.e., A ED 505a, 538, 560, 562, AGTM 422 and AGTM 532).

Suggested Related Program Areas
   - Agricultural Education secondary teaching certification
   - Communication
   - Educational Leadership
   - Educational Psychology
   - Higher Education
   - Language, Reading & Culture
   - Teaching & Teacher Education
   - Agricultural & Biosystems Engineering
   - Agricultural & Resource Economics
   - Animal Sciences
   - Entomology
   - Plant Sciences
   - Natural Resources & the Environment
   - Soil, Water & Environmental Sciences

A. Requirements
   1. A total of thirty (30) units of graduate credit are required with a minimum of 18 units in agricultural education and CALS, and 9 units from emphasis area within CALS. A Master’s Report (A ED 909) must be completed.
   2. The Master’s Report Proposal Meeting is a required activity of all graduate students pursuing the Master of Agricultural Education degree. It is intended to provide the graduate examination committee with details of the student’s anticipated project upon which a creative component is based. The proposal for this (A ED 909 – Masters Report) must be approved by the candidate’s graduate examination committee prior to data collection.
B. The Master’s Report Proposal Meeting
   1. The Master’s Report Proposal Meeting is intended to provide graduate students pursuing
      the Master of Agricultural Education degree the opportunity to present to the graduate
      examination committee the details of the proposed project.
   2. The seminar gives the graduate student the opportunity to share the proposed project
      including procedures and anticipated outcomes with the graduate examination
      committee to solicit ideas and gain approval prior to initiation of the project.

C. Qualification
   To be qualified for the Master's Report Review, the student must meet the following criteria:
   1. Must be pursuing the Master of Agricultural Education degree program.
   2. Must have completed or be enrolled in required courses, or have the consent of the
      graduate examination committee.
   3. The written proposal must be presented to the graduate examination committee two
      weeks prior to the presentation.

D. Presentation
   1. Each student, with the assistance of the major professor, will organize and verbally
      present a detailed overview of the proposed project. The oral presentation and the
      written proposal are the responsibility of the graduate student and the major professor.

Important Note: All graduate students will meet annually with the Department Graduate
Committee to review academic progress toward degree completion, using the above Graduate
Program Checklist as a guide. Failure to maintain satisfactory academic progress will result in
the student being converted to non-degree status as per Graduate College policy.
Suggested Non-Thesis (Project) Outline

1. Project report could include:
   - Cover Page
   - Table of Contents
   - List of Tables
   - List of Figures

2. Chapter I Introduction
   - Need for the Study, Background Information
   - Objectives/Procedures

3. Chapter 2 Procedures to be followed to conduct the project
   - Information Gathering Procedures
     - From whom/where gathered
     - When gathered
     - How gathered
   - Assembly and analyses Procedures

4. Chapter 3 The Project Content
   - Findings or Results and Conclusions (The Project Product)
   - Discussion and Implications

5. References Cited

6. Appendices
# Master of Agricultural Education/Professional Agriculture Planning Guide

## Master of Science/Professional Agriculture emphasis

### Planning Guide

<table>
<thead>
<tr>
<th>Course Requirements: 30 units required; minimum of 18 in A ED &amp; CALS and minimum 9 from emphasis area within CALS</th>
<th>Term(s) Offered</th>
<th>Taken Semester &amp; Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A ED 617 - Research, Methods, and Project Design (3 units)</td>
<td></td>
<td>Fall</td>
</tr>
<tr>
<td>AGTM 522 - Communicating Knowledge in Agric &amp; Life Sciences (3 units)</td>
<td></td>
<td>Fall/Sp</td>
</tr>
<tr>
<td>AGTM 532 - Technology Management (3 units)</td>
<td></td>
<td>Spring</td>
</tr>
<tr>
<td>Courses from CALS focus area (9 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional courses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A ED 509 – Team and Organizational Leadership(3 units)</td>
<td></td>
<td>Spring</td>
</tr>
<tr>
<td>A ED 601 - Philosophy and Practices of Instruct Methods (3 units)</td>
<td></td>
<td>Spring</td>
</tr>
<tr>
<td>A ED 621 - Program Planning and Evaluation (3 units)</td>
<td></td>
<td>Spring</td>
</tr>
<tr>
<td>A ED 697c - Workshop in Teaching at the College Level (3 units)</td>
<td></td>
<td>Fall</td>
</tr>
<tr>
<td>Additional courses from other departments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max 9 units combined allowed from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A ED 593 – Internship</td>
<td></td>
<td>Fall/Sp/Sum</td>
</tr>
<tr>
<td>A ED 597a and b - Workshops</td>
<td></td>
<td>Summer</td>
</tr>
<tr>
<td>A ED 599 - Independent Study</td>
<td></td>
<td>Fall/Sp/Sum</td>
</tr>
<tr>
<td>A ED 693 – Internship</td>
<td></td>
<td>Fall/Sp/Sum</td>
</tr>
<tr>
<td>A ED 699 – Independent Study</td>
<td></td>
<td>Fall/Sp/Sum</td>
</tr>
<tr>
<td>A ED 900 – Research (1-3 units)</td>
<td></td>
<td>Fall/Sp/Sum</td>
</tr>
<tr>
<td>Max 6 units combined allowed from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A ED 909 – Master’s Report (6 units; 3 units/term)</td>
<td></td>
<td>Fall/Sp/Sum</td>
</tr>
<tr>
<td>Transfer courses:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Updated 6/12**
# Master of Agricultural Education/Professional Agriculture Approval Checklist

## Approval Checklist MS Degree/Professional Agriculture Emphasis

**Student Name:** _______________________________________________________________

- Program submitted to Dr. Foor prior to end of second quarter enrollment.
- Program reviewed and returned to adviser.
- Date for graduation.

<table>
<thead>
<tr>
<th>Met</th>
<th>Not Met</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>30 units</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18 in A ED and CALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9 from emphasis area – CALS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No more than 9 units for internship, workshops, independent study, and research</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No more than 6 units for Master’s Report (A ED 909)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No more than 15 units for pass/fail</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Program must include these courses:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A ED 617</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AGTM 522</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AGTM 532</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Courses from CALS focus area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plans for meeting conditions of admission, if any</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internship, if needed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Program completed within a six-year period</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final Plan of Study submitted to Dr. Foor prior to beginning second quarter of enrollment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final Plan of Study with two copies submitted to A ED Main Office</td>
</tr>
</tbody>
</table>

**COMMENTS:**

- Initial Approval
- Final Approval

**Signature of Graduate Studies Director/Date**

**Signature of Adviser and Chair/Date**

**Copies to:** Administrative Associate, Adviser, Student
Graduate College Policies

1. A maximum of six (6) units of graduate credit (A or B grades only) may be transferred from accredited institutions to meet Master’s degree requirements at The University of Arizona.

2. A total of twelve (12) units of non-degree status graduate course work may be included in the Master’s program. (Cannot go over 12 non-degree and transfer units without petitioning the Graduate College).

3. Full credit is allowed for graduate credit which is earned not more than six (6) years prior to the completion of degree requirements. One-half credit is allowed for credit earned between six (6) and ten (10) years. Graduate course work more than ten (10) years old is not acceptable.

4. A graduate student must be currently enrolled in the Graduate College, the University of Arizona during the semester or summer session in which the degree program is completed and the degree is completed and the degree granted.

5. During the fall or spring semesters, a graduate student must be enrolled for a minimum of 3 units of credit to maintain graduate status. Thus, a student who receives an incomplete in ED 909 must subsequently enroll in a 3-unit graduate course to extend his/her enrollment in the previous course and make it valid at the time he/she wishes to complete the final examinations. For summer session, the above requirement is 1-unit of credit. If the student has completed the minimum units but needs to complete the defense, he or she can enroll for 1-unit in the Fall or Spring semester.

6. Research involving human subjects (including respondents to questionnaires) must be approved by the Departmental Human Subjects Committee and the approved form submitted to the University Human Subjects Committee.

7. The graduate student, in consultation with the major professor, should select the graduate examination committee members. The graduate examination committee is composed of faculty in the department who hold the rank of assistant professor or above. The committee for the Master of Agricultural Education degree shall consist of at least three faculty members, one of whom may be from outside the Department of Agricultural Education. The committee for the Master of Science Degree shall consist of at least four faculty members, one of whom must be from outside the Department of Agricultural Education.

8. Refer to Graduate College Policies and Procedures for due dates, rules, regulations and other details, http://grad.arizona.edu/.

The Office of Responsible Conduct of Research

Students who are conducting research with human subjects must gain approval from The Office of Responsible Conduct of Research before conducting the research. The Human Subjects Research and Institutional Review Board (IRB) process can sometimes take weeks, so students are encouraged to start the process early. For more information, please view the Graduate College page http://grad.arizona.edu/gccouncil/node/352 and The Office of Responsible Conduct of Research web site http://orcr.vpr.arizona.edu/irb.
**Forms**

1. Independent Study Form (located in Main Office or [http://registrar.arizona.edu/forms.htm](http://registrar.arizona.edu/forms.htm))

---

### INDEPENDENT STUDY PROPOSAL FORM

Please complete this form and obtain signatures of approval BEFORE registering. Return the form to the main office of the department that is administering the independent study. This form is for department records and is used to assign a grade at the end of the semester. Some academic departments will register you for Independent Study. If not, you must complete a Registration/Change of Schedule Form and submit it to the Office of the Registrar, Administration Building, Room 210, to be officially enrolled. **Reminder:** The last day to register for courses without a $250 late charge in the Fall/Spring Semesters is the 21st day after the first day of classes; for Winter/Summer Sessions (to avoid a $50 late charge) register by the day before the last day to drop with deletion from the record.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Phone #</td>
<td>Student E-mail</td>
</tr>
</tbody>
</table>

**Course Number** (circle one) 199 199H 299 299H 399 399H 499 499H

| 599 | 699 | 799 | Other |

**Number of Units**

[Note: The University and Board of Regents have set a standard of 45 hours of course work for each unit of credit awarded.]

**Semester**

**Year**

**Project Advisor**

**Department**

**Title of Project**

**Estimated hours per week Student will spend on project**

**Estimated Project Advisor/Student contact hours per week**

**Description of project, including anticipated product (see policy #5): (syllabus or project plan may be attached)**

---

**SIGNATURES:**

Required:

**STUDENT**

**DATE**

**PROJECT ADVISOR**

**DATE**

Suggested:

**DEGREE ADVISOR**

**DATE**

**DEPT. HEAD**

**DATE**

5/14/08
Policies for Independent Study
Updated with policies & guidelines approved by Faculty Senate, 5/5/08

199, 299, 399, 499, 599, 699, 799* Independent Study:
(Credit varies) Qualified students working on an individual basis with professors who have agreed to supervise such work. Grades Available: S, P, F, I, W

199H, 299H, 399H, 499H Independent Study - Honors:
(Credit varies) Qualified students working on an individual basis with professors who have agreed to supervise such work. Grades Available: A, B, C, D, E, I, W

* Graduate students doing independent work that cannot be classified as actual research will register for credit under course number 599, 699, or 799.

1. Determination of credit: The University and Board of Regents require a minimum of 45 hours of course work for each unit of credit awarded.

2. The number of credits of Independent Study must lie within the approved credit range listed in the catalog course description.

3. The content of an Independent Study course must not significantly duplicate material offered in a regularly scheduled course in the department in the current semester; any exceptions must be approved by the college dean.

4. Departments and programs must have an Independent Study proposal form modeled on this approved template that is to be completed when the student enrolls in the course or at the beginning of the term.

5. For an undergraduate Independent Study course, the instructor or project advisor must provide either a course syllabus or a project plan detailing: (1) learning outcomes, (2) expected reading, or lab or field work, (3) expected meetings, (4) expected work products, and (5) criteria to be used for evaluation and grading.
   a. All proposal forms and project plans must be signed by the instructor and the student and filed in the department or program office within a week after the term commences.
   b. At the end of the term, or whenever the student completes the project, the instructor or project advisor must complete a record of the outcome that explains the grade submitted. The record of outcome form with the instructor’s signature should be filed in the department or program office when the course grade is submitted.

6. If students are paid in association with an Independent Study course, academic credit can be awarded only for faculty-approved academic work as defined by department policy.

7. If registration for an Independent Study course occurs after the twenty-first day of the regular semester, after the first two days of Winter Session or Pre-sessional, or after the first week of a Summer Session, the department head (or designee) must sign the Change of Schedule form, in addition to the instructor.

8. If a grade of Incomplete is awarded for an Independent Study course at the end of the term, another Project Advisor must be identified who agrees to evaluate the student’s work, should the original Project Advisor become unavailable.

5/14/08
Guidelines for Independent Study

1. The student should have a specific proposal or project in mind when requesting an Independent Study course.

2. The enrollment fee for Independent Study credit is calculated at the same rate as for other credit courses.

3. Students should enroll within the first three weeks of the Fall and Spring Semesters or immediately after the beginning of Winter or Summer Sessions. Students must complete the required 45 hours of course work per credit unit before the last day of the term. The last day to register for Independent Study in Fall and Spring Semesters without incurring a late charge is the same as for all other courses; see http://www.bursar.arizona.edu/students/fees/census and http://www.bursar.arizona.edu/students/fees/late_charge.asp.
### Schedule of Deadlines

#### Fall 2013 | Spring 2014 | Summer 2014 | Fall 2014
--- | --- | --- | ---
Take IRB Exam (Master of Science Only) | Fall 2012 | Spring 2013 | Spring 2013 | Fall 2013
Submit Masters Plan of Study | Fall 2012 | Spring 2013 | Spring 2013 | Fall 2013
Submit Graduation Application (Due 21 days from the start of classes for the term in which you were accepted for Graduate School) | | | | 
First Proposal Meeting with Committee | Fall 2012 | Spring 2013 | Spring 2013 | Fall 2013
Start IRB or Animal Subjects Approval Process | Fall 2012 | Spring 2013 | Spring 2013 | Fall 2013
Defense | December | April | Summer | December
Submit thesis or report either electronically and bound copy to the Department. | December 19 | May 15 | August 12 | December 18
All Degree Requirements Must Be Met By This Date | December 19 | May 15 | August 12 | December 18
Archiving the thesis is OPTIONAL. Confer with your advisor on this option. All thesis or masters report (909 or 910) grades must be submitted on or before this date. | Check with Graduate College | Check with Graduate College | Check with Graduate College | Check with Graduate College
Submit Completion of Degree Requirements form (Department must indicate the date requirements have been satisfied.) | December 19 | May 15 | August 12 | December 18
Commencement | December 21 | May 16 and 17 | | December 20

---

**PLEASE NOTE:** These dates are subject to change. This schedule is to give students an idea of the timeline involved. It is the student’s responsibility to verify important dates.

---

**Term Expected to Graduate**

2. Schedule of Deadlines
Agricultural Education
University of Arizona
Learning ● Discovery ● Engagement ● Leadership

GRADUATE PROGRAM APPLICATION FOR GRADUATION

Application deadlines:
Fall term: 21 calendar days after the start of classes
Spring term: 21 calendar days after the start of classes
Summer term: 7 calendar days after the start of classes

NOTE: If at any time you need to make changes to the information on this form, please notify the Main Office, Saguaro Hall 205, (520) 621-1523.

1. Term for which you are applying to graduate (check one):

                      ___ Fall       ___ Spring       ___ Summer

                            Year:_________________

2. Personal information

Last name:____________________________________  SID#:_________________________
First name:____________________________________  Middle initial:__________
Permanent mailing address: _______________________________________________________
City:________________________________________ State:__________  ZIP:_________
Telephone number:________________________________

University of Arizona email address:__________________________________________

3. Which program are you enrolled in? (check one):  ___ MAE  ___ MS

4. Number of hours completed in your degree program:________________________

5. Current cumulative graduate GPA:___________ (minimum of 3.0 required)

6. Number of hours enrolled in term for which you are applying for graduation:________

7. Have you held a proposal meeting with your Master’s committee?  ____ YES  ____ NO
8. Describe the status of your Master’s cumulative project (thesis, creative component, exam):

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

9. If you are conducting human subjects research, have you obtained IRB approval?
   ____YES  ____NO  ____SUBMITTED, decision in process
   a. If YES, attach a copy of the IRB approval letter
10. Attach a copy of a completed Approval Checklist, signed by your advisor.
11. Attach a copy of your final Plan of Study.
12. Indicate which commencement ceremonies you would like to participate in:
    ____Graduate College  ____CALS  ____Both

13. I certify the information submitted in this application is true and complete to the best of my
    knowledge.

    Signed (student):
    ________________________________

    Date:____________________________

14. Submit complete applications to: Dr. Ryan Foor, Director of Graduate Studies, Room 205
    Saguaro Hall, by the respective deadline above.

For Graduate Program staff:

____APPROVED

____DENIED; Reason:________________________
Graduate Teaching Assistants (GTAs)

Graduate assistantships/associateships provide graduate students with part-time employment in teaching, research, outreach, or other (administrative or technical) positions. For more information about benefits and eligibility, please see http://grad.arizona.edu/financial-resources/ua-resources/employment/GA

The Ag Education Graduate Program encourages potential graduate students from various social, economic, and educational backgrounds to seek admission to Graduate School and to seek employment as GTAs. The Department will indicate the probable number of GA positions available and the roles and responsibilities of each position. Graduate students seeking employment as GAs in the program shall not be discriminated against because of race, color, creed, religion, sex, sexual orientation, national origin, age, handicap, or Vietnam-era veteran status (adapted from the Agricultural & Extension Education Program Handbook of The Ohio State University).

D. Graduate Assistants in Teaching Orientation
GATO is a mandatory half-day (full day for international students) orientation program designed to acquaint first-time TAs at the University of Arizona with ABOR (Arizona Board of Regents) teaching requirements. The orientation program focuses on learner-centered teaching methodology and culturally responsive teaching strategies. The program is offered at the beginning of each semester and is mandatory. GATO may be completed in anticipation of a TA position.

E. Graduate Assistant/Associate Requirements
1. Graduate Assistants and Associates must satisfy the following requirements. Any additions must be articulated in writing prior to hire. Any exceptions must be requested and approved in writing prior to hire. Benefits will not be processed until after these requirements are satisfied.
   - Graduate-Level Degree Program
     A GA must be concurrently admitted to a graduate degree-seeking program (masters or doctoral) at the University of Arizona. Graduate Certificate programs do not satisfy this requirement.
   - Good Academic Standing
     A GA must maintain a Grade Point Average (GPA) of 3.000 or higher. If the student has been newly admitted, the admit GPA will be considered. Exception requests may be submitted to the Graduate College at gahelp@grad.arizona.edu.
   - Associate-Level Designation
     A Graduate Associate must be concurrently admitted to a doctoral program. This designation must be maintained within the hiring department unless the student changes degree programs. If a student is not admitted to a doctoral program, even if they had been designated as an associate previously, they may not be designated as an associate.
   - Enrollment
     A GA is required to enroll for and complete a minimum of six (6) units of graded graduate credit during each major academic term. Fall and Spring
semesters are major academic terms. Hiring departments may hold additional requirements. GAs are not required to register during summer sessions to maintain employment.

F. Teaching Assistant/Associate Requirements
1. GAs who will have direct instructional contact with students (TA) must also satisfy the following requirements. These GAs must be classified as Graduate Assistant, Teaching or Graduate Associate, Teaching (GAT).
2. Graduate Assistant Teaching Orientation (GATO) All TAs must complete GATO. This is orientation is a one-time requirement. A special section of this orientation is mandatory for international TAs. One can register for this orientation through the Graduate College’s website, http://grad.arizona.edu/financial-resources/ta/gato.
3. Teaching Assistant Training Online (TATO). The minimum passing score for the TATO examination is 95%. Teaching Assistant Training Online (TATO) is a collection of self-paced modules about teaching and learning. These modules are made available via D2L, the centrally supported course management system at UA. All students who want to be employed as TAs must review the module *Staying Out of Trouble: UA Policies* and pass the test at the end of the module with a score of 95% or higher no later than two weeks after the start of classes. Although this is not mandatory, TAs should review all pertinent TATO modules before the beginning of the semester. These modules have been found to be very helpful in providing suggestions and tips for effective teaching. They can be accessed at any time to refresh a TA's knowledge whenever needed http://d2l.arizona.edu
4. Spoken English Proficiency
All International Teaching Assistants/Associates whose citizenship is that of a non-English speaking country must demonstrate proficiency in spoken English. Attendance at an English-speaking institution does not satisfy this requirement.

| Minimum Passing Speaking Evaluation Scores |
|-----------------------------|-----------------|-----------------|
| TBEST                      | TOEFL (Speaking section of IBT) | TSE/TAU/SPEAK  |
| 6.8                        | 24               | 50              |

G. Responsibilities
A student on a Graduate Assistantship is charged with the following responsibilities to his or her departments.

1. Other Employment
   o A GA must discuss all other employment with their supervisor(s).
2. GA Duties
   o GAs are hired for the “whole job” and therefore are required to perform work whenever it may be necessary. Work requirements are to be articulated in writing prior to hire.
3. Bursar Account
   o All students, including GAs are personally responsible for assessing their bursar’s accounts. The Graduate College does not evaluate bursar’s account balances or individual financial responsibility.

H. Hiring Department Responsibilities

A department or organization hiring a GA has the following responsibilities to the GA.

1. Documentation
   o Hiring departments must supply a GA with copies of all documentation pertinent to their employment. This includes Notices of Appointment and offer letters.

2. Performance Evaluation
   o As a supervisor in a hiring department, one must provide timely feedback to GAs concerning their performance. Unsatisfactory performance must be documented and should be relayed to graduate coordinators and department heads.

For specific information, please see http://grad.arizona.edu/financial-resources/ua-resources/employment/GA

Code of Ethics

1. Responsible Conduct of Research
   Professional excellence in research includes a dedication to integrity; and a true commitment to integrity carries a higher value and ethical standard beyond mere regulatory compliance. For more information, please see http://orcr.vpr.arizona.edu/.

2. Integrity is expected of every student in all academic work. The guiding principle of academic integrity is that a student’s submitted work must be the student’s own. Students engaging in academic dishonesty diminish their education and bring discredit to the academic community. Students shall not violate the Code of Academic Integrity and shall avoid situations likely to compromise academic integrity. Students shall observe the provisions of the Code whether or not faculty members establish special rules of academic integrity for particular classes. Failure of faculty to prevent cheating does not excuse students from compliance with the Code.

Any attempt to commit an act prohibited by these rules will be subject to sanctions to the same extent as completed acts. The procedures for reviewing a suspected violation are found in the complete Code of Academic Integrity available in the Dean of Students Office, Old Main, Room 203, or online http://deanofstudents.arizona.edu/academicintegrity

GradPath
GradPath is a system for creation, routing and approval of Graduate College degree certification forms. All forms that graduate students are required to submit to the Graduate College will now be in GradPath, replacing the paper forms that were used in the past.

**How to Access GradPath**

Students will enter GradPath using a link on the UAccess Student Center, the main page used by students. A student entering GradPath using this link will first open a “landing page” with information about GradPath and other topics of general interest. The Graduate College can also use this page to convey timely information to the graduate student population.

When the student proceeds from the landing page into the GradPath forms, he or she sees the “navigation page,” on which the set of required forms for their degree is listed. For each form the student has three buttons: View Current, Create New and Modify. Some forms have prerequisites, so they would not have a “live,” clickable button on the navigation page until the prerequisites have been met. (Example: To submit the doctoral defense committee appointment form, a student must have passed the oral comprehensive exam and have a Plan of Study filed.) The student can open and view any form he or she has created or submitted in GradPath – a saved form that was not submitted can be edited for submission. (The system recognizes which steps a student completed on paper, but those forms are not visible in GradPath.)

Note – A student must complete and submit the Responsible Conduct of Research confirmation form in GradPath before any of the other required forms will be available. The RCR confirmation “self-approves” – it does not need to be routed for anyone to approve. As soon as a student completes the RCR form and submits it, he or she can return to the navigation page to access the other forms.
Most of the forms that students need to complete and submit can be found in GradPath; however, if not then please refer to https://grad.arizona.edu/gcforms/degree-certification-forms for a list of forms and where they can be found. For common student questions about using GradPath, please refer to http://grad.arizona.edu/system/files/GradPath_student_faq.pdf

**Graduate College Fellowships**

Below is a letter from Dorian Voorhees, Assistant Dean at the Graduate College, in regards to Graduate College Fellowships. Please review the letter.

June 19, 2012

To: Department Heads, Director of Graduate Studies, Graduate Coordinators

From: Dorian Voorhees, Assistant Dean, Graduate College

Re: **NEW** Eligibility requirements for Graduate College **Fellowships** for 2012-13

Beginning with 2012-13 **ALL** graduate students who are awarded Graduate College Fellowships from the academic units **MUST show a level of need before receiving the funds.** This new guideline is in addition to the ongoing requirements of degree seeking, enrolled in 3 units or more, in good academic standing, and a 3.0 or higher GPA.

To demonstrate a level of need:

- **Domestic Students** must file the **Free Application for Federal Student Aid** (FAFSA) BEFORE any funds will be disbursed. You may locate the FAFSA information through UAccess Student under Student Center Services, under the financial aid tab at the far right (as shown on page 2 of this announcement).

- **International Students** must submit the **Financial Aid Calculation for International Students in Masters / Doctoral Programs** to the academic unit’s graduate coordinator who will forward it to the Office of Student Financial Aid (OSFA) for review at OSFA-DeptAskAid@email.arizona.edu. This is BEFORE any funds will be disbursed. This is the ONLY document source to show need and will be electronically housed within OSFA and not on UAccess. Please note that it is the last page of this document that must be filed.

**Why is this necessary?** Our Graduate College Fellowships are now primarily funded by tuition set aside funds through the Office of Student Financial Aid and in part from indirect cost revenue (ICR) funds from the Vice President for Research. The rise in tuition set aside funds is why we have been able to increase the amount to the colleges over the last two years. The Arizona Board of Regents (ABOR) requires that **all** tuition set aside funds be need-based (refer to ABOR Policy


Since all awardees must be treated equally regardless of the funding source, everyone must demonstrate need to receive the funds.

**What if offers of awards for 2012-13 have already been made?** Not to worry. Chances are very high that your students will demonstrate sufficient level of need. Simply have them follow the directions to file the need document. Awards will not disburse until the student shows enough need to accommodate the award amount. You may want to send awarded students the appropriate link to get the need forms filed as soon as possible.

**What if the student does not show enough need?** The student should file a budget re-evaluation with OSFA. For domestic students need is calculated on the prior year’s taxes. If he or she were working at that time then the need may show a false sense of income now that the student is a full time graduate student. Budget re-evaluation forms may be found at [http://financialaid.arizona.edu/forms](http://financialaid.arizona.edu/forms) under 2012-13 Resource Re-evaluation. The budget re-evaluation form may apply to international students in the same situation.

**Do the forms need to be filed each academic year?** Yes. Need is calculated on the previous year’s income which may change from year to year.

**EXAMPLE of domestic student who has filed the FAFSA as shown in UAccess Student:**

![Image of UAccess Student interface showing financial aid status and forms]

*Please note that domestic students who have not filed a FAFSA will have no Fed Year COA (Cost of Education). This is the estimated amount that cannot be exceeded with need-based aid. Students that*
show no need will not be eligible for Graduate College Fellowship funding. Awards made to students with no FAFSA on file will not disburse.

Questions regarding this new requirement can be directed to Julie Treanor at jtreanor@grad.arizona.edu or 621-5193 or Dorian at voorhees@grad.arizona.edu, or 626-6908.

Things to Know
For those new to the University of Arizona, you will several items in order to have access to resources at the U of A. These items include:

- Cat Card
- Net ID
- Password
- D2L

**Cat Card:**
**Campus students** will need to obtain a CatCard. In order to do this, please visit the CatCard Office located in Room 278 of the Student Union. Please be prepared with the following:

- A government or state issued photograph identification such as a driver's license, state identification card, or passport. High school issued identification is NOT accepted as valid identification.
- A completed and signed CatCard Terms and Conditions Form
- Students and affiliates pay $25 for their first card.
- Faculty and staff are issued their first CatCard free of charge.

Please Note: When you apply for your CatCard, you will need to provide your student or employee identification number to verify your status at the University of Arizona. This information is needed because only students, faculty, staff, and some affiliates of the University of Arizona are eligible to receive a CatCard. This number will not appear on the face of your CatCard, but it will be encoded electronically on your card, to be used for necessary UA internal purposes only. The number will not be provided to outside entities without your prior consent.

Requirements

- Students must be enrolled in at least one class, or be participating in a New Student Orientation.
- New employees must have been issued an employee identification number (EmplID) and show active status in the payroll system.

If you are a non-campus student, pursuing your studies through distance-learning, you will need a Net ID in order to access the library data base or other U of A resources.

**NetID:**
A student will need to create a NetID and official U of A email address. To find out more information, please refer to https://netid.arizona.edu/. This web site will give you step by step instructions on how to create a NetID. Once a student creates a NetID, he or she will automatically be given a CatMail email account. For more information, please refer to http://uits.arizona.edu/services/catmail.

Please note that the official U of A email will be used for official email correspondence. If a student prefers to use another email address, then he or she will need to make arrangements to have U of A emails forwarded to the alternate email address.

**D2L Access:**
Once students are enrolled in a course, he or she will need to utilize D2L (Desire2Learn). D2L is “Desire2Learn (D2L) is a web-based course management system designed to create a rich online learning environment for students. D2L includes features such as an electronic dropbox, automated gradebook, discussion boards, and quizzes.” For more information, please refer to http://help.d2l.arizona.edu/students/tip_sheet. To log in, please go to https://d2l.arizona.edu/.