

Revised Programme Advising Document

Masters in

ADULT AND CONTINUING EDUCATION

Programme Advising for Academic Year 2016/17

January 2016 COHORT

(for students who started the programme in January 2016)

ADVICE: For the working adult we recommend a maximum of 2 courses per semester.

Note:

- It is mandatory that all students participate in the graduate introduction to online learning course - **OOL6001**. You can review the information about this course on the Website.
- The duration of the programme is based on the courses outlined for each teaching period. If you choose to do less than the outlined number, note that this will prolong your studies.
- Note that Semesters 1 and 2 have 13 teaching weeks, while the Summer Term has 7-9 weeks of teaching. It is important to note that the Summer Term is Compulsory and not doing courses in the summer will affect the duration of your studies.
- Students should download a copy of the Academic Calendar and note the deadlines for normal registration, late registration, requesting leave of absence, and other important dates.
- Students should also read information on the website related to REGISTRATION PROCEDURE to ensure that they have completed all the steps in the registration process.
- Students with resits to do, should note the courses on offer each semester.

COURSE CODE	COURSE NAME	CRE DITS	SEMESTER OFFERED			COURSE TYPE	IMPORTANT INFORMATION TO GUIDE COURSE SELECTION / REGISTRATION
			Sem. 1 (Sept. – Dec.)	Sem. 2 (Jan. – May)	Summer (May – July)		
YEAR 1 [August 2016-July 2017]							
General Information		The Masters in Adult and Continuing Education (MACE) is a 28 months programme comprising of 7 core courses, the graduate introductory course, 3 electives and a research paper.					
Courses Already Completed up to August 2016							
OOL6001	Graduate Introduction to Online Learning	0		✓		Core	This is a mandatory course and it is recommended that you register for this course at the beginning of your programme. It covers topics such as: <ul style="list-style-type: none"> ✓ Navigating your online system – The Learning Exchange ✓ Referencing and Plagiarism ✓ Writing at the Graduate Level
EDAE6050	History and Philosophy in Adult Education	3		✓		Core	Assessment includes: online essay, case study, discussion forum and presentation.
EDAE6056	Introduction to Distance Education	3			✓	Core	Assessment includes: online essay, practical activities, discussion forum and individual presentations.
Either EDAE6077	Technical/Vocational and Occupational Education	3			✓	Free Elective	Assessment includes: online essay, case study, discussion forum and individual presentations.
Or EDAE6073	Language and Literacy	3			✓	Free Elective	Assessment includes: online essay, graded discussion forum, group and individual presentations

Courses completed in 2016-7

<i>Academic Year: 2016-7</i>			Sem. 1 (Sept. – Dec.)	Sem. 2 (Jan. – May)	Summer (May – July)	COURSE TYPE	
EDAE6053	Adult & Continuing Education in a Socio-Cultural and Political Context	3	✓			Core	Assessment includes: online essay, case study, discussion forum and individual presentations.
Either EDAE6072	Educational Management and Administration in Adult & Continuing Education	3	✓			Free Elective	Assessment includes: online essay, case study, discussion forum and individual presentations.
OR EDAE6074	Course Design and Development in Distance Education	3	✓			Free Elective	Assessment includes: online essay, case study, discussion forum and individual presentations.
EDAE6051	Adult Development & Learning	3		✓		Core	Assessment includes: online essays, group presentation and activities, and graded discussion forum.
EDAE6052	Adult Learning Principles & their Application to Programme Planning	3		✓		Core	Assessment includes: online essay, case study, discussion forum and individual presentations.
EDAE6054	Research & Evaluation in Adult & Continuing Education	3			✓	Core	Assessment includes: online essay, discussion forum, group presentation and individual research related activities. [Note: course is pre-requisite for ED AE6065]
EDAE6055	Professional Seminar: Issues & Trends in Adult and Continuing Education	3			✓	Core	Assessment includes: discussion forum, group presentations and practical activities.

Courses to Register for:							
<i>Academic Year: 2017-8</i> <i>Revised July 2017</i>			Sem. 1 (Sept. – Dec.)	Sem. 2 (Jan. – May)	Summer (May – July)	COURSE TYPE	IMPORTANT INFORMATION TO GUIDE COURSE SELECTION / REGISTRATION
EDAE6065	Research Paper (Part 1)	6	✓			Core	[Pre-requisite - ED AE6054] Assessment – completion of research proposal.
Semester 1 – August 2017 If students have not completed the required 3 free electives, the following may be offered in this teaching period: ED AE6072 – Educational Management and Administration in Adult & Continuing Education ED AE6074 - Course Design and Development in Distance Education							
ED AE6065	Research Paper (Part 2)			✓		Core	Completion of Research Project.
Semester 2 – January 2018 If students have not completed the required 3 free electives, the following may be offered in this teaching period: ED AE6073– Language and Literacy ED AE60777 - Technical/Vocational and Occupational Education							

Please note that all matters relating to teaching and learning should be directed to your Group Facilitator (GF) or Course Coordinator (CC) or Course Instructor (CI). In the event that you do not hear from the facilitator in a timely manner, you should contact your Course Delivery Assistant (CDA) in the Programme Delivery Department (PDD).

You can communicate with the CDA team by emailing academicsupport@open.uwi.edu or by skype.

The Skype name is uwioac_academic_support [please add this name to your skype contact and do not hesitate to interact as often as needed. The Skype room is available Monday to Friday, from 10am -11am (Jamaica time) /11am to noon (EC time).

Also feel free to contact your Programme Manager at any time.

For additional information:

- To see the full listing of courses for your programme, go to the link: <http://www.open.uwi.edu/programmes>
 - For tuition information for the academic year 2017/2018, go to Admissions Section of website, and click on Financial Information: http://www.open.uwi.edu/admissions?qt-undergraduate_admissions=4#qt-undergraduate_admissions
 - For Information re registration and other important dates, consult the academic calendar: <http://www.open.uwi.edu/sites/default/files/2017-2018%20%20OC%20Academic%20Calendar%20-%20Corrected%20FINAL-RSC.pdf>

- For technical issues, inclusive of appropriate systems to be downloaded, assistance with UWIOC email/ password, uploading of assignments, etc. Contact the helpdesk at helpdesk@open.uwi.edu

- You can email your programme related queries to graduate.programmes@open.uwi.edu or academicsupport@open.uwi.edu