To: Adult Educators, Administrators, Directors, and others related
to Adult Education.

From: David Agnew. Associate Professor

Date: December 16, 2002

Re: Upcoming Courses Related to Adult Education and Educators in Industry

I am writing to let you know about course offerings in Adult Education at ASU. This spring we will offer two courses in adult education and two courses are planned for the first session of summer school. These are listed below and are included on the enclosed flyer. We ask that you pass this informational along to others who might be interested in these courses. All but one of the courses listed below counts toward Adult Education Certification.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Semester</th>
<th>Meeting time</th>
<th>Comments</th>
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<tr>
<td>AE 5553 Adult Ed Practicum. Call # 10127</td>
<td>Spring 2003</td>
<td>Two official meetings. Practicum schedule will be set by student and worksite supervisor. Session I is Thursday 5:00 pm Jan. 9. (A make-up session is scheduled for, Th, Jan. 14 at 5:00 pm.</td>
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<td>VOED 5503 Foundations of Adult Ed. Grad call # 13327 Undergrad # = 13325</td>
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<td>Thursday nights 6:30 pm - 9:20 pm</td>
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<td>VOED 5553 Educators in Industry. Grad Call # 13328 Undergrad - Call # 13326</td>
<td>Spring 2003</td>
<td>Monday Afternoons/ Evenings 5:00 pm - 7:45 pm</td>
<td>3/4 of sessions are spent touring area industries. Course does not count toward adult ed cert.</td>
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<tr>
<td>AE 5533 Methods and Materials of Teaching the Adult Learner. Call # TBA</td>
<td>Summer 2003 Session I</td>
<td>Starts Thursday May 29, 5 to 9 pm. Over 1/2 the sessions will be over the web (7 of 12). Each of 5 campus sessions meets on Wed night.</td>
<td>Over half of course is web based. Course counts toward adult education certification.</td>
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<tr>
<td>AE 5523 Psychology of the Adult Call # TBA</td>
<td>Summer 2003 Session I</td>
<td>Starts on Thursday Night, May 29. Meets M &amp; T 5 to 9.</td>
<td>A portion of the course will include web or cd-rom sessions/assignments. Course counts toward adult education certification.</td>
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For information contact David Agnew 870-972-2087 or visit our website at www.cl.astate.edu/dagnew/adulted.htm. The address to go directly to the ASU on-line registration page is http://www.astate.edu/docs/students/onlineas.htm. When looking for these courses on the ASU on-line registration page remember that the AE courses are listed under Adult Education and VOED courses listed under Vocational Education. As a note and reminder for persons currently employed in adult education, tuition reimbursement may be possible. Information is available through the state department. For more information about tuition reimbursement possibilities call, 501-907-2490.
Steps to Registering for Courses at ASU

IF NOT YET ADMITTED OR ENROLLED AT ASU

1. If not admitted to ASU, complete the enclosed application to Graduate School at ASU (or visit the ASU website and download) and return it with your $15 fee for registration.

   Return form to: Graduate School
   P.O. Box 60
   State University, AR 72467

   Phone number for graduate office: 1-877-278-4723 (toll-free but cannot be transferred to another department)

2. Request official transcripts from all college experiences be sent to the ASU Graduate School. (If ASU Graduate then ASU transcripts will be requested internally)

3. Fill out (review) the registration worksheet or form that is included for phone registration.

4. Contact an advisor (David Agnew 870-972-2087) and discuss schedule so that the automatic hold on registration can be removed and you can register.

5. Contact ASU by phone to register by phone using the enclosed registration worksheet. You may also register by the web. The link is at the homepage address below.

6. Show up for the first session. (even if paperwork has not cleared by first class session come to class.)

IF CURRENTLY ADMITTED OR ENROLLED AT ASU

1. Fill out (review) the registration worksheet or form that is included for phone registration.....

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Note: If you have been admitted to graduate school and you have not enrolled in the last year you must submit an up-dated application to the graduate school in order for your file to be reactivated. A statement of selective service status form must be signed by all males ages 18-25. This form must be returned to the graduate school prior to registration. A written proof of measles and rubella immunization must be submitted to the graduate school if your date of birth is January 1957 or later. This immunization must have been received after the first birthday and after January 1, 1968.

If you have any problems please contact David Agnew at 870-972-2087, dagnew@astate.edu, or www.clt.astate.edu/dagnew/adedhome.htm
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- Phone: 870-972-2087
- Fax: 870-972-3885
- e-mail: dagnew@astate.edu

or visit our website: [www.clt.astate.edu/dagnew/adultedhome.htm](http://www.clt.astate.edu/dagnew/adultedhome.htm)

ASU on-line registration page is [http://www.astate.edu/docs/students/onlinereg.htm](http://www.astate.edu/docs/students/onlinereg.htm)