



University of Tennessee Institute of Agriculture
College of Agricultural Sciences and Natural Resources
Agricultural and Extension Education
325 Morgan Hall

TO: All Potential Graduate Students

FROM: Randol Waters, Professor and Program Leader
Agricultural and Extension Education

SUBJECT: Distance Delivered MS Degree Program in Agricultural and Extension Education - Course offerings through 2010

Greetings! As a potential graduate student in Agricultural and Extension Education, this memo will be helpful to you as you learn about our program and its options. It will also help you maneuver through the web as you make decisions and select courses, register for classes and make plans for completion of your program.

First, to learn more about our graduate program and it's requirements, you should go to <http://aee.tennessee.edu/> and click on "Graduate Program". Once you reach this page, you should closely review the "Graduate Student Handbook" to learn which option and concentration are best suited for you. However, following are a few answers to frequently asked questions by those who may be interested in our graduate program.

How soon should I meet with a graduate advisor?

Prior to applying for admission to our graduate program, you should contact an advisor (either Dr. Carrie Fritz or myself) to learn about graduate admission requirements. Our e-mail addresses and other contact information are found on our web page at: <http://aee.tennessee.edu/>. However, the essential admission requirements are also found in our Graduate Student Handbook and the UT Graduate Catalog that may be found online at: <http://diglib.lib.utk.edu/dlc/catalog/index.html>. We encourage you to review these resources to learn more about our graduate program and admission to graduate studies at UT.

How do I get admitted to graduate school?

After talking with an advisor and reviewing program options, you must apply for admission to the Office of Graduate Studies and be admitted to our graduate program before you can enroll in classes. You can find information about minimum requirements for admission and the application process at: <http://diglib.lib.utk.edu/dlc/catalog/index.html>. Once there, you will find that you can either apply online or print the application and complete it and mail it in using conventional mail. To apply for admission to our program, go to: <http://admissions.utk.edu/graduate/> and simply follow the instructions for applying for

admission. Make sure you specify “Agricultural and Extension Education” as your intended major when completing the application. Along with your application, you should submit at least three completed reference forms. These forms are available at: <http://admissions.utk.edu/graduate/forms/ratingform.pdf>. Print them and give them to appropriate references to be completed and returned directly to: Dr. R. G. Waters, Department of Agricultural and Extension Education, 2621 Morgan Circle, 325 Morgan Hall, The University of Tennessee, Knoxville, TN 37996. These references will be added to your dossier prior to review of your application. Once your dossier is complete (including application and all transcripts from other institutions you have attended), the Office of Graduate Studies will review it for minimum admission requirements and, if met, they will forward the dossier to the department for review. We will review the dossier (along with all references) and make a decision, usually within three to four weeks of receiving the dossier from the Office of Graduate Studies. You will receive a letter from our graduate program coordinator shortly after the decision has been made.

How do I select courses and register for them?

Once you’ve been admitted to our graduate program at UT, you may enroll in courses using the online registration system called “Circle Park Online” located at: <http://cpo.utk.edu/>. However, you will need to know your NetID and your Password before you can log into Circle Park Online (CPO). Both of these pieces of information should have been provided in the information sent to you by the Office of Graduate Admissions shortly after being admitted. However, if you do not know your student ID you may go to our departmental webpage (<http://aee.tennessee.edu/>) and type your first and last name in the box that says “enter search terms”. Then, in the pull-down box to the right, select “people search” and hit “go”. That should return a screen with information about you. In the upper right corner of the screen will be your NetID. It is usually some combination of letters (and possibly numbers) that may resemble your name. Once you get your NetID, continue to CPO and use it and your password to log onto CPO and register for classes. If you do not know your password, there are instructions on the CPO logon screen for assisting you in securing or resetting your password. When registering for courses at “Circle Park Online” you will also need to know the section number and number of credits for each course. This information is listed in the current semester timetable of classes located at: <http://registrar.tennessee.edu/timetable/>. After registering for classes, do not forget to confirm attendance (see selections at left of screen), to assure that you are not dropped from courses after the first day of classes. Confirmation of attendance should be set to “YES” before exiting CPO.

I am a UT employee. How do I take advantage of the employee fee waiver program?

If you are a UT employee, you can waive up to 9 credits of coursework per semester. However, you will need to complete a course fee waiver form which is located at: <http://web.utk.edu/~rgwaters/doc5.html> before the course fee waiver is approved. (Note: *Please use the **Extension employee fee waiver form** on this page instead of the regular UT employee fee waiver form as the **routing of this form is different than the one for other UT employees.***) As an employee of the state of Tennessee, you may also be eligible for fee waivers at other state supported colleges. Read the instructions on the fee waiver webpage referenced above to check eligibility.

Can I transfer credits earned at another accredited college or university into my graduate program in Agricultural and Extension Education?

Yes, possibly. You may transfer up to one half of your coursework from another accredited college or university campus. However, you should check with your advisor in Agricultural and Extension Education before selecting these elective courses, to assure they fit into your program. These courses must also have been completed within the timeframe of your program. (All courses for your degree in Agricultural and Extension Education must have been completed within a 6 year time-frame.)

What happens if I need to skip a semester of coursework?

Upon admission to a graduate program at UT, you are allowed to continuously enroll in courses each semester as long as you remain a student in good standing. Once admitted, you are encouraged to complete your course work as quickly as possible, taking a maximum of 6 years to complete your program. If, due to your work load or other personal reasons, you decide to skip a semester, you may do so and still enroll in courses the following semester. However, if you do not enroll in any courses during one full academic year (ie. 3 continuous semesters: fall spring and summer), you will be required by the Office of Graduate Studies to apply for re-admission to the graduate program you were enrolled in. You will not be required to pay another application fee with the application for re-admission which is available at:
<http://admissions.utk.edu/graduate/forms.shtml>.

What kind of computer hardware and/or software do I need to take distance-delivered courses at UT?

While there may be some exceptions, most of our distance-delivered courses will be accessible to registered students via the online delivery system called "Online@UT". The system is powered by Blackboard, Inc. (currently using the Blackboard 6.2 operating system) and it is best viewed using the most recent version of the **Internet Explorer** web-browser. Online@UT is located at: <http://online.utk.edu/>. Once you access the Online@UT web-site using your IE browser, you should be able to log onto the system using your NetID and password. If you have properly registered and enrolled in the course at "Circle Park Online", you should see the appropriate course icons for your course(s) on your Blackboard web page, after logging on. If not, contact your instructor immediately for assistance. (It takes approximately 2-3 working days AFTER you have registered for courses on CPO for your course entry portals to show up on Online@UT.) For most courses, you will also need the most recent version of Windows Media Player installed on your computer. Windows Media Player is already installed as part of the operating system on most Windows-based PCs. However, you should check with your local IT coordinator if you are unsure about whether this software is currently installed on your computer. It is available to download for free at:
<http://www.microsoft.com/windows/windowsmedia/>. While Online @UT is accessible via phone modem hook-ups, phone modem connections are **extremely** slow and technically, NOT supported by our system. You should access the system via a high

speed DSL or a network internet connection. Check with your Internet Service Provider (ISP) if you are unsure of the kind of Internet connection you have.

How do I find out about course offerings in Agricultural and Extension Education?

About the middle of each semester, you may check the course timetable located at: <http://registrar.tennessee.edu/timetable/> to see what courses are being offered in Agricultural and Extension Education the following semester. You can also check with you advisor to find out this information. However, for planning purposes, attached is a tentative list of graduate course offerings for the next three years. A complete course description for each course, with required pre-requisites, etc. is available at our web site: (<http://aee.tennessee.edu/>), or in the UT Graduate Catalog: (<http://diglib.lib.utk.edu/dlc/catalog/index.html>). Unless otherwise noted in the reference, all courses are distance-delivered courses.

If you have additional questions, please feel free to contact us. We look forward to working with you in your graduate program in **Agricultural and Extension Education** at the University of Tennessee.

**Tentative Graduate Course Offerings in Agricultural and Extension Education
at The University of Tennessee for 2008 through 2010**

2008

Spring Semester - AEE 527 - Adult Education Strategies for Teaching
AEE 532 - Managing Extension Organizations
Summer Semester - AEE 521 - Extension Program Planning and Evaluation
Fall Semester - AEE 440 - Communications Techniques in Agriculture (*Note:
Offered On-Campus Only*)
AEE 450 - Agricultural Leadership Development
AEE 522 - Educational Technology In Agricultural and Extension
Education

2009

Spring Semester - AEE 524 - Research Methods
Summer Semester - AEE 530 - Leadership Development in Community Organizations
and Non-Profits
Fall Semester - AEE 440 - Communications Techniques in Agriculture (*Note:
Offered On-Campus Only*)
AEE 450 - Agricultural Leadership Development
AEE 511 - Extension History, Philosophy and Objectives

2010

Spring Semester - AEE 527 - Adult Education Strategies for Teaching
AEE 521 - Extension Program Planning and Evaluation
Summer Semester - (To Be Determined)
Fall Semester - AEE 440 - Communications Techniques in Agriculture (*Note:
Offered On-Campus Only*)
AEE 450 - Agricultural Leadership Development
AEE 524 - Research Methods