

From: [Smith, Randy](#)
To: [Peterson, Derek](#); [Osborne, Jeanne](#)
Cc: [Sutherland, Sue](#); [Smith, Randy](#); [Griffiths, Rob](#); [Reed, Katie](#); [Duffy, Lisa](#); [Hunt, Ryan](#); [Washburn, Shannon](#); [Kress, Cathann](#); [Miriti, Maria](#)
Subject: Proposal to revise the Master of Science in Agriscience and Extension Education Distance Learning
Date: Friday, May 29, 2026 3:58:35 PM
Attachments: [image001.png](#)

Derek and Jeanne:

The proposal from the Department of Agricultural Communication, Education and Leadership to revise the Master of Science in Agriscience and Extension Education Distance Learning was approved by the Council on Academic Affairs at its meeting on May 28, 2026. Thank you for attending the meeting to respond to questions/comments.

No additional level of internal review/approval is necessary. This action will be included in the Council's next Annual Activities Report to the University Senate (July 2026).

The Office of the University Registrar will work with you on any implementation issues.

Please keep a copy of this message for your file on the proposal and I will do the same for the file in the Office of Academic Affairs.

If you have any questions please contact the Chair of the Council, Professor Sue Sutherland (.43), or me.

I wish you success with this important program development.

Randy



W. Randy Smith, Ph.D.

Vice Provost for Academic Programs

Office of Academic Affairs

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smith.70@osu.edu

Assisted by:

Katie Reed

Executive Assistant

(614) 292-5672

TO: Randy Smith, Vice Provost for Academic Programs

FROM: Graduate School Curriculum Services

DATE: 2/27/2026

RE: Proposal to **Revise the MS in Agriscience and Extension Education Distance Learning in The College of Food, Agricultural and Environmental Studies.**

The **College of Food, Agricultural and Environmental Studies** is proposing a **Revision to the MS in Agriscience and Extension Education Distance Learning.**

The proposal was received by the Graduate School on 5/21/2025. The combined GS/CAA subcommittee first reviewed the proposal on 09/20/2025 and requested revisions. Revisions were received on 10/08/2025. A secondary review by GS/CAA was conducted on 2/25/2026. The committee supports its review by the Council on Academic Affairs.

Kowalsky, Lisa

From: Osborne, Jeanne
Sent: Wednesday, October 8, 2025 9:25 AM
To: Kowalsky, Lisa
Cc: Miriti, Maria; Rumble, Joy; Peterson, Derek; Washburn, Shannon
Subject: RE: GS/CAA Review Meeting Feedback
Attachments: ACEL AEEDL-MS Revised Proposal (Oct. 2025).pdf

Dear Lisa,

Attached please find the revised proposal for the ACEL AEEDL-MS program revision provided by Dr. Joy Rumble (copied on this message).

Please let us know if you need additional information or have any questions.

Thank you,

Jeanne



Jeanne M. Osborne

Assistant Dean for Academic Affairs
College of Food, Agricultural, and Environmental Sciences
100E Agricultural Administration, 2120 Fyffe Rd.
Columbus, OH 43210
Tel: 614-292-1734
Fax: 614-292-1218
e-mail: Osborne.2@osu.edu

'Unexpected kindness is the most powerful, least costly, and most underrated agent of human change' (Bob Kerrey)

From: Kowalsky, Lisa <kowalsky.10@osu.edu>
Sent: Thursday, September 25, 2025 11:10 AM
To: Osborne, Jeanne <osborne.2@osu.edu>
Cc: Miriti, Maria <miriti.1@osu.edu>
Subject: GS/CAA Review Meeting Feedback

Dear Jeanne,

Good morning! We hope that you are doing well.

We are reaching out to let you know that on **9/24/2025** the combined Graduate School – Council on Academic Affairs (GS/CAA) reviewed the proposal from the **College of Food, Agricultural and**

Environmental Sciences to Revise the MS in Agriscience and Extension Education Distance

Learning. GS/CAA supports this proposal but requests the following revisions.

- 1) The subcommittee expressed much concern regarding the capstone requirement and requests more information sharing how students will be supported in meeting this requirement. Specifically
 - a. Is submission acceptable or does it require acceptance before a student is eligible to graduate.
 - b. Two years is a short time to have a publication ready for submission for students unfamiliar with the process. How will the students be supported in the preparation of the article and the identification of appropriate journals?
 - c. Are students required to be first authorship or is co-authorship sufficient?
 - d. How will submission fees be covered?
 - e. Are publications strictly research based?
 - f. What counts as an outward facing dissemination piece? Does this refer to a conference presentation, fact sheets, newspaper submission?

It will be helpful to include workflow of how the paper and extension piece are approved by the program or advisor, and how the submissions themselves are supported during the degree.

- 2) There were questions surrounding the decimalized designations for the courses. Do these distinguish online vs in-person offerings or do they reflect different content between these modalities?
- 3) How will student workload be impacted by the 7-week structure. Please clarify the structure (e.g. synchronous or asynchronous) to show students' expected time commitment.
- 4) Please include a copy of the assessment plan for reference to the changes indicated. This can be an appendix.

Please send the updated proposal at your earliest convenience (please cc Miriti.1@osu.edu on the email) and *summarize revisions in a cover letter that indicates where these can be found in the revised proposal*. Upon receipt of the revision, GS/CAA will review the revised proposal, and if satisfied, will move it forward to CAA for further review. Please don't hesitate to contact us if you have any questions.

Best,
Lisa



Dr. Maria N. Miriti
Professor, Dept. of Evolution, Ecology, and Organismal Biology
Associate Dean of Academic Excellence, Graduate School
614-292-6997 Office
miriti.1@osu.edu

Lisa Clouser (Kowalsky)

The Ohio State University
Graduate School

247E University Hall
230 N. Oval Mall, Columbus, OH 43210
614-292-2267 Office
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Pronouns: she/her/hers



DATE: October 1, 2025

TO: GS/CAA

FROM: Joy Rumble, Associate Professor and Director of Graduate Studies

RE: Modification of ACEL AEEDL-MS Degree

Thank you for your review of our proposal to revise our Agriscience and Extension Education Distance Learning MS program (AEEDL-MS). This letter details how we have addressed your requested revisions in our proposal. We use both line numbers and highlighting in the revised proposal to identify our revisions.

1. The subcommittee expressed much concern regarding the capstone requirement and requests more information sharing how students will be supported in meeting this requirement. Specifically

- **Is submission acceptable or does it require acceptance before a student is eligible to graduate.**
 - Submission is acceptable and is meant to be done after a successful defense. You can find these details on lines 19, 126, and 161 as well as in the attached project guidelines document.
- **Two years is a short time to have a publication ready for submission for students unfamiliar with the process. How will the students be supported in the preparation of the article and the identification of appropriate journals?**
 - We have designed our curriculum to encourage the students to work on the capstone throughout. Additionally, they will work with their advisor and committee throughout their program. Lines 127-144 provide additional detail about how the curriculum will support this process.
- **Are students required to be first authorship or is co-authorship sufficient?**
 - Yes, students are required to be first author. However, they will have their committee as co-authors. Details have been added in lines 132-133.
- **How will submission fees be covered?**
 - It is not common for our disciplinary journals to have submission/publication fees. We have added these details on lines 132-137.
- **Are publications strictly research based?**
 - Yes, publications should all be research based, although basic applied research is acceptable. This is detailed in lines 133-134 as well as in the attached project guidelines document.



- **What counts as an outward facing dissemination piece? Does this refer to a conference presentation, fact sheets, newspaper submission?**
 - The dissemination piece may include, but are not limited to, a press release, a one-page infographic, a video, a report, an Ohioline document/factsheet, or other outward facing deliverable. This is detailed in lines 137-139 as well as in the attached project guidelines document.
 - **It will be helpful to include workflow of how the paper and extension piece are approved by the program or advisor, and how the submissions themselves are supported during the degree.**
 - We have added a workflow starting on line 143. The attached project guidelines document provides additional detail.
2. **There were questions surrounding the decimalized designations for the courses. Do these distinguish online vs in-person offerings or do they reflect different content between these modalities?**
- It distinguishes the different offerings but also adjusted content allowing more application to the preparation of the capstone project. This has been clarified on lines 39-41.
3. **How will student workload be impacted by the 7-week structure. Please clarify the structure (e.g. synchronous or asynchronous) to show students' expected time commitment.**
- All courses in the revised program will be asynchronous. This detail has been added on lines 32-33.
4. **Please include a copy of the assessment plan for reference to the changes indicated. This can be an appendix.**
- The assessment plan is attached.

We appreciate your thorough review of our proposal and look forward to hearing from you soon. Please let me know if there are additional questions or clarifications needed.

Dr. Joy Rumble
ACEL Associate Professor and Director of Graduate Studies



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DATE: March 21, 2025

TO: Jeanne Osborne, Assistant Dean Academic Affairs

FROM: Joy Rumble, Associate Professor and Director of Graduate Studies

RE: Modification of ACEL AEEDL-MS Degree

Scope of Change

The Department of Agricultural Communication, Education, and Leadership is requesting modification of our Agriscience and Extension Education Distance Learning MS program (AEEDL-MS). Our proposal consists of four significant changes: moving our course curriculum to the carousel model endorsed by Ohio State Online, moving online courses to a 7-week session (two courses only taught in summer will be scheduled in the 6-week sessions) schedule and 3 credit hours, adjusting the non-thesis degree program from 30-35 (depending on thesis or non-thesis) to 30 credits, and defining the capstone project to include basic applied research or evaluation to contribute to the broader ACEL discipline with two components 1) a peer reviewed journal publication **ready for submission after a successful defense (acceptance not required)** and 2) and an outward facing dissemination piece. This non-thesis requirement replaces the current thesis/non-thesis/exam option.

ACEL faculty voted to adopt the above changes to give students a more straightforward program to lessen the burden of advising as the program grows as well as provide students with a timeline for degree completion and course schedule from the beginning of the program. The program changes will also allow online students to progress through the graduate program in a cohort, allowing them to form community and a network of peers. Limiting the capstone requirement to the journal article and outward facing dissemination piece will allow students to begin their preparation earlier without some of the confusion between the thesis and non-thesis options that some students currently struggle with. Part of the rationale for the change to 6- or 7-week, 3 credit hour courses is to ensure that students are eligible for financial aid each term. This change will also benefit working professionals, such as OSU Extension employees, by only requiring them to take one course at a time without significantly increasing the time to degree. **All the courses in the revised AEEDL-MS program curriculum will be asynchronous.**

Existing courses that are a part of the revised AEEDL-MS program will be converted to 7-week (two courses only taught in summer will be scheduled in the 6-week sessions), 3 credit hour courses. This will include the creation of a new theory course, ACEL 7800, and the combination of ACEL 8000 and ACEL 7420 into a new course, ACEL 7600. Additionally, new versions of ACEL 8855, ACEL 7700, ACEL 8877, and ACEL 8150 will be taught in the proposed program and will be designated with a .01 suffix. **Courses with the .01 suffix have been designed**



40 specifically for the AEEDL-MS program (applying course concepts to the new capstone) and are
 41 only open to students pursuing the AEEDL-MS degree. ACEL 7320 is also being revised in title,
 42 scope, and objectives from “Adult Learning and Professional Development” to “Facilitating
 43 Adult Learning.” ACEL 7000 will be replaced by an orientation module that will be required for
 44 all new students beginning in the Autumn 2026 semester and beyond. Students who do not
 45 complete the orientation module by the end of the 7th week of their first semester will not be
 46 considered in good standing and a registration hold will be placed on the student’s account.
 47 Finally, we have elected to change the course number of ACEL 7230 to ACEL 7720 to eliminate
 48 ongoing confusion with the current ACEL 7320.

49 We do not foresee any negative financial implications of the proposed revisions. Our intended
 50 cohort size for each admission term (autumn and spring) is 8 to 10. This would be an annual
 51 cohort of 16-20, which will be a significant increase over our recent cohort sizes (8 in the
 52 Autumn 25 cohort and 11 in the Autumn 2024 cohort). The ACEL Department chair confirmed
 53 the revised program will be able to be taught, along with all other ACEL undergraduate and
 54 graduate programs, within our current instructional capacity.

55 **Calculation of Percent Change**

56 We have calculated the percent change of our curriculum to be 37.5%. We have calculated this
 57 percentage as follows:

- 58 • **30% Course Changes:** Previously, our curriculum had 15 credits (five courses, plus
 59 research hours) that were required, while the remaining 15-20 credits were fulfilled with
 60 elective credit. Now we are requiring 30 credits (10 courses), with no elective options.
 61 The 30% calculation is detailed in the table below.

Requirements Old		Requirements New		% change
Class	Credit	Class	Credit	
ACEL 7000	1	Orientation module	0	2%
ACEL 8000	2	ACEL 7600 (ACEL 8000 and ACEL 7420 combined)	3	5%
ACEL 8855	3	ACEL 8855.01	3	2%
ACEL 8877 OR ACEL 7700	6	ACEL 8877.01 AND ACEL 7700.01	3	5%
ACEL 8100, 8200, OR 8310 (Theory)	3	ACEL 7800 (Combined Theory)	3	5%
ACEL 7999 (research hours)	3	ACEL 7999 (research hours to be taken only in final term)	3	0%
Electives				
ACEL 8150	3	ACEL 8150.01	3	5%
ACEL 7320	3	ACEL 7320	3	2%



ACEL 7230	3	ACEL 7720 (new number for 7230)	3	2%
ACEL 8420	3	ACEL 8420	3	2%
ACEL 7520	3			
ACEL 7420	3			
				Total 30%

62

- 63 • **7.5%, Credit Hours:** The current program is 35 credits for non-thesis students and 30
64 credits for thesis students. Currently, students in the online program can choose the thesis
65 or non-thesis option. In the new program, non-thesis will be the only option available to
66 online program students and the program will be 30 credits. We calculate this percent
67 change to be: $35-30 = 5$ credits, $5 \text{ credits} * 3\% = 15\%$, 15% divided by 2 (because both
68 30 and 35 credit options existed) = 7.5%

69 **Management of Current Students**

70 We do not anticipate a significant impact on the coursework of current students in the program.
71 The Director of Graduate Studies and Graduate Program Manager have examined the courses
72 completed by current program students (there are 38 students currently enrolled in the AEEDL-
73 MS program) and have sent them and their advisors an email with their remaining required
74 courses and when those courses will be offered.

75 In our current AEEDL-MS curriculum, we have 5 required courses (ACEL 7000, ACEL 8000,
76 ACEL 8855, ACEL 8877 or ACEL 7700, and a theory course). Students matriculating in
77 Autumn of 2025 will be advised when to take their required courses. For each required course in
78 the current online MS curriculum, we have detailed the offerings for current and Autumn 2025
79 admits.

- 80 ▪ ACEL 7000 will be taught in Autumn of 2025. All current students have taken this
81 course. New admits will take this course in Autumn of 2025.
- 82 ▪ ACEL 8000 will be taught online in Summer of 2025 and 2026. Current students have the
83 choice to take ACEL 8000 this summer or next summer. New admits will take this course
84 in Summer of 2026.
- 85 ▪ ACEL 8855 will continue to be taught online each Spring semester, as is, to reach any
86 remaining online ACEL MS students who need the course as well as students from
87 outside the ACEL program.
- 88 ▪ We are currently substituting the ACEL 8877 requirement in the online MS program with
89 ACEL 7700. ACEL 7700 will be taught online again in Spring of 2026. Current students
90 without this credit and new admits will take this course in Spring of 2026.
- 91 ▪ The current “Program Theory” course requirement can be filled by current students either
92 by completing one of the current courses in that category, ACEL 8100, 8200, or 8310, or
93 the new theory course being developed for the revised AEEDL-MS program, ACEL
94 7800. ACEL 8100 and ACEL 8200 will no longer be offered online after Spring 2025.
95 ACEL 8310 will be offered online in Autumn of 2025 and ACEL 7800 will be offered



96 online every Autumn and Spring semester starting in Autumn of 2026. Current students
97 and new admits will be advised of these options.

98 ***Assessment Changes***

99 Previously our assessment for our AEEDL-MS program was the same as our assessment for our
100 ACEL-MS program. We have made some changes to the AEEDL-MS assessment, given the
101 changes in curriculum for the online program and to differentiate it from the in-person program.
102 Specifically, the following changes have been made.

- 103 • Method 1.1.1: Revised to be measured by the case student assignment in ACEL 7600
104 rather than an assignment in ACEL 8000 to reflect new course requirements
- 105 • Outcome 1.2: Removed the methods associated with the thesis
- 106 • Outcome 1.3: Removed the methods associated with the thesis
- 107 • Outcome 2.1: Eliminated 1 method, and revised the other to reflect updated assignments
108 and the course number change of ACEL 7230 to ACEL 7720
- 109 • Method 2.2.1 and 2.2.2: Updated course numbers, ACEL 7700.01 and 8877.01, and
110 corresponding assignments
- 111 • Outcome 2.3: Updated associated methods to reflect the new theory course, ACEL 7800,
112 and corresponding assignments
- 113 • Outcome 2.4: Added this new outcome to reflect work done in ACEL 7320 associated
114 with goal 2.0
- 115 • Outcome 3.1: Removed method associated with the thesis
- 116 • Outcome 3.2: Removed method associated with the thesis
- 117 • Outcome 3.3: Removed method associated with the thesis
- 118 • Outcome 3.4: Added this new outcome to reflect work done in ACEL 8150.01 associated
119 with goal 3.0
- 120 • Outcome 4.1: Removed methods associated with the thesis
- 121 • Outcome 4.2: Updated course number, 8855.01, and corresponding assignments

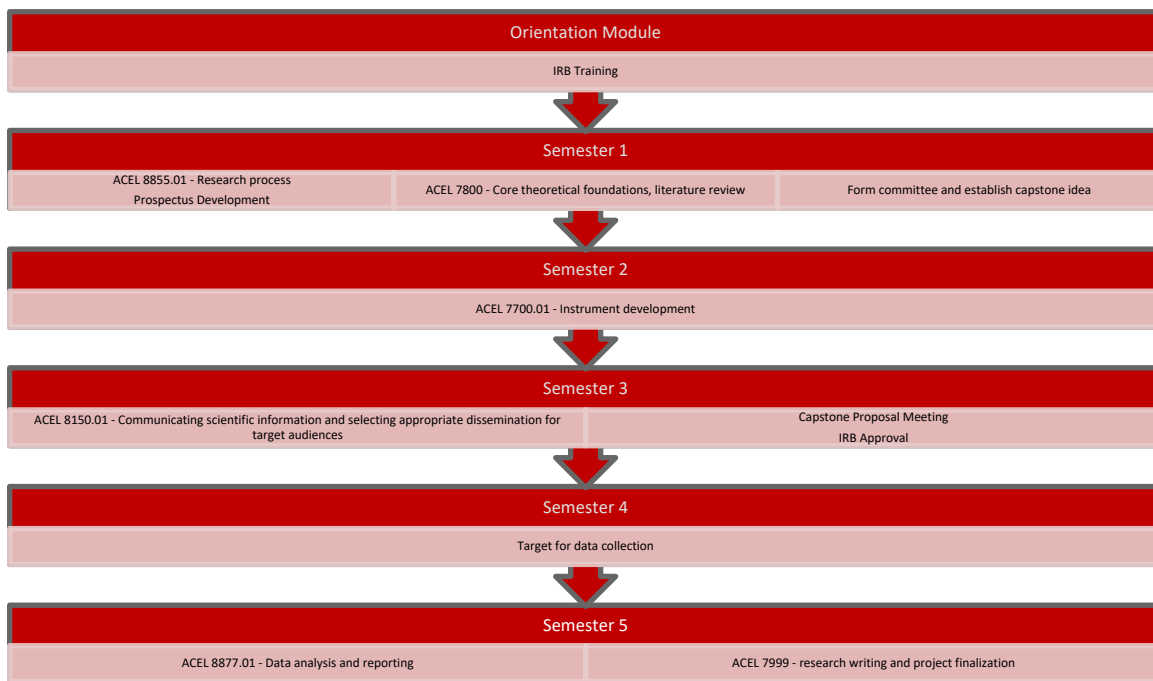
122 **Capstone Project Details**

123 We wish to remove the thesis/non-thesis/exam option for the AEEDL-MS degree and replace it
124 with one option for a final capstone project, which will include basic applied research or
125 evaluation to contribute to the broader ACEL discipline with two components: 1) a peer
126 reviewed journal publication ready for submission after a successful defense (acceptance not
127 required) and 2) and an outward facing dissemination piece. The scaffolding of the curriculum
128 will help prepare students and encourage them to work on their capstone project throughout the
129 program. Specifically, ACEL 7800, ACEL 8855.01, ACEL 7700.01, and ACEL 8877.01 will
130 prepare and encourage progress on the journal article, while ACEL 8150.01 will prepare and
131 equip them to complete the dissemination piece, and finally ACEL 7999 gives them dedicated
132 research hours. It is expected that each student will take the lead on both the journal article and
133 dissemination piece with the support and co-authorship of their committee. The journal article



134 should be research based, although basic applied research is acceptable. Most of our disciplinary
 135 journals do not have submission fees. If a student wishes to submit to a journal that has
 136 submission fees, they must first have financial support from their advisor or committee, receive
 137 funding from the ACEL research and travel scholarship fund, or receive other external support.
 138 The dissemination piece may include, but is not limited to: a press release, a one-page
 139 infographic, a video, a report, an Ohioline document/factsheet, or other outward facing
 140 deliverable. Our faculty approved guidelines for this capstone project which can be found in the
 141 *Online MS Project Guidelines* attachment. The following flow chart details how the capstone
 142 project is incorporated throughout the proposed program.

143 *Figure 1: Capstone Flowchart*



144

145 **Summary of the Changes**

146 **Online M.S. in Agricultural Communication, Education, and Leadership**

147 Removal of electives/adoption of required carousel course offerings: We wish to add first and
 148 last semester bookend groups of courses (first semester: ACEL 7800 and 8855.01; last semester:
 149 ACEL 8877.01 and 7999 (3 credits)), as well as a series of three pairs of courses that will be
 150 offered regularly to replace the current required courses and electives (ACEL 8150.01/7320,
 151 7720/8420, 7600/7700.01).

152 Moving all courses in the program to 6- or 7-week, 3 credit hours: All ten courses in the revised
 153 program will be 3 credit hours, asynchronous, and scheduled in 6-7-week sessions (two per term,
 154 6-week courses in summer only). Two new courses will be created, ACEL 7600 and ACEL



155 7800. Existing courses will be revised for 6- or 7-week sessions at 3 credit hours. ACEL 8855
156 (.01), 8877(.01), 7700 (.01), 8150 (.01), 7320 will be edited in scope.

157 Establish a final project as the only capstone option: We wish to remove the thesis/non-
158 thesis/exam option for the AEEDL-MS degree and replace it with one option for a final capstone
159 project which will include basic applied research or evaluation to contribute to the broader
160 ACEL discipline with two components 1) a peer reviewed journal publication **ready for**
161 **submission after a successful defense (acceptance not required)** and 2) and an outward facing
162 dissemination piece.

163 Expand admission term to include spring semester: Previously, the AEEDL-MS program only
164 accepted applications for admission to matriculate in autumn semesters. Under the new program,
165 applications will be accepted for both autumn and spring cohorts. The application deadlines will
166 be:

- 167 • Admission in autumn terms: February 1 application deadline
- 168 • Admission in spring terms: September 15 application deadline

169 Change in credit hours for ACEL master's non-thesis degree: Previously, the students in the
170 ACEL AEEDL-MS program who were completing a non-thesis project or completing an exam,
171 had to take 35 credit hours, while those completing a thesis only had to take 30 credit hours. The
172 new ACEL online master's degree is 30 credits for consistency among our master's degree
173 offerings.

174 Change in assessment: Updating the program assessment to distinguish it from the in-person
175 program and to reflect curriculum changes.

176 The faculty voted to approve the above changes to the AEEDL-MS program on August 15, 2024,
177 and September 16, 2024. Additionally, the course change request and corresponding syllabi were
178 reviewed and approved on February 18, 2025.

179 Please let me know if there are additional questions or clarifications needed.

180

181 Dr. Joy Rumble

182 ACEL Associate Professor and Director of Graduate Studies

CURRENT

Master's Degree Program Plan					
<input type="checkbox"/> Thesis <input type="checkbox"/> Non-Thesis <input type="checkbox"/> In-Person <input type="checkbox"/> Online		M.S. Thesis Requirements: 20 hours ACEL 30 hours Total		M.S. Non-Thesis Requirements: 20 hours ACEL 35 hours Total	
Name:			Specialization:		
Term of Admission:			Expected Graduation:		
Course Prefix and Number	Course Title	Credit Hours	Term Planned	Term Completed	Grade
Required Courses:		9 hours			
ACEL 7000	Graduate Orientation Seminar	1			
ACEL 8000	Leading Through Historical Perspectives	2			
ACEL 8855	Research Methods and Design	3			
<i>Take one of the following</i>					
ACEL 8877	Data Collection, Analysis & Interpretation (Thesis)				
ACEL 7700	Documenting Change through Evaluation and Accountability (Non-Thesis)				
Theory in ACEL (ACEL 8310, 8100, OR 8200):		3 hours			
	Major Total:	12 hours			
Elective Courses:		15 hours-Thesis 20 hours-Non-thesis			

(student signature & date)

(adviser signature & date)

(committee member signature & date)

(committee member signature & date)

(ACEL DGS signature & date)

This program must be submitted *for initial approval* to the ACEL Director of Graduate Studies before 15 credit hours are completed. A copy of the final program, degree checklist, and advising report must also be submitted to the ACEL DGS for approval prior to the final term of enrollment and the Application to Graduate form is submitted.

CURRENT WITH PROPOSED CHANGES

Master's Online MS Degree Program Plan					
<input type="checkbox"/> Thesis <input type="checkbox"/> Non-Thesis <input type="checkbox"/> In-Person <input type="checkbox"/> Online		M.S. Thesis Requirements: 20 hours ACEL 30 hours Total		M.S. Non-Thesis Requirements: 20 hours ACEL 30 5 hours Total	
Name:			Specialization:		
Term of Admission:			Expected Graduation:		
Course Prefix and Number	Course Title	Credit Hours	Term Planned	Term Completed	Grade
Required Bookends Program Entry: Foundation		6 hours			
ACEL 7000	Graduate Orientation Seminar	1	AU, SP		
ACEL 7800	Contemporary Theories of ACEL	3	AU, SP		
ACEL 8000	Leading Through Historical Perspectives	2	AU, SP		
ACEL 8855.01	Research Methods and Design	3	AU, SP		
Program Capstone		6 hours			
ACEL 8877.01	Data Collection, Analysis, and Interpretation	3	AU, SP		
ACEL 7999	Research in ACEL, MS	3	AU, SP		
Take one of the following Required Carousel Courses 18 hours					
ACEL 8877	Data Collection, Analysis & Interpretation (Thesis)				
ACEL 7600	Foundations and Current Trends in ACEL	3	AU		
ACEL 7700.01	Documenting Change through Evaluation and Accountability (Non-Thesis)	3	AU		
ACEL 8150.01	Communicating Research and Science to the Public	3	SP		
ACEL 7320	Facilitating Adult Learning	3	SP		
ACEL 7720	Strategic and Program Planning for Visionary Change	3	SU		

ACEL 8420	Leadership and Administration in Agriculture and Extension Education	3	SU		
Theory in ACEL (ACEL 8310, 8100, OR 8200):		3 hours			
	Major Total:	12 hours			
Elective Courses:		15 hours Thesis			
		20 hours Non-thesis			
	Electives Total:				
Research Hours:					
	Research Total:				
	Program Total:				

Professional Experience or Planned Internship

(student signature & date)

(adviser signature & date)

(committee member signature & date)

(committee member signature & date)

(ACEL DGS signature & date)

This program must be submitted *for initial approval* to the ACEL Director of Graduate Studies before 15 credit hours are completed. A copy of the final program, degree checklist, and advising report must also be submitted to the ACEL DGS for approval prior to the final term of enrollment and the Application to Graduate form is submitted.

PROPOSED

Master's Online MS Degree Program Plan					
Online M.S Requirements: 30 hours ACEL/Total					
Name:					
Term of Admission:			Expected Graduation:		
Course Prefix and Number	Course Title	Credit Hours	Planned Term	Term Completed	Grade
Program Entry: Foundation		6 hours			
ACEL 7800	Contemporary Theories of ACEL	3	AU, SP		
ACEL 8855.01	Research Methods and Design	3	AU, SP		
Program Capstone		6 hours			
ACEL 8877.01	Data Collection, Analysis, and Interpretation	3	AU, SP		
ACEL 7999	Research in ACEL, MS	3	AU, SP		
Required Carousel Courses:		18 hours			
ACEL 7600	Foundations and Current Trends in ACEL	3	AU		
ACEL 7700.01	Documenting Change through Evaluation and Accountability	3	AU		
ACEL 8150.01	Communicating Research and Science to the Public	3	SP		
ACEL 7320	Facilitating Adult Learning	3	SP		
ACEL 7720	Strategic and Program Planning for Visionary Change	3	SU		
ACEL 8420	Leadership and Administration in Ag and Extension Education	3	SU		

(student signature & date)

(adviser signature & date)

(committee member signature & date)

(committee member signature & date)

(ACEL DGS signature & date)

The exam committee should be compiled before 15 credit hours are completed. A final copy of the program plan with advisor and committee member signatures, degree checklist, and advising report must be submitted to the ACEL DGS for approval prior to the final term of enrollment and the Application to Graduate Form is submitted.

Proposed Online MS Project Guidelines

The master's thesis option is not available to online MS students in the ACEL program. Students in the ACEL online MS program must complete a master's project as part of their degree requirements.

The master's project should feature basic applied research or evaluation to contribute to the broader ACEL discipline. Students should develop the foundation for this project in ACEL 8855 or ACEL 7700 in consultation with their advisor. The master's project will have two components, both required for all online MS students: 1) a peer reviewed journal publication (ready for submission) and 2) and an outward facing dissemination piece. The proposed content and context of both components must be accepted by the student's committee prior to data collection and project execution. Upon acceptance, the student's committee should complete and sign the proposal acceptance form and the student should submit the form to the Graduate Program Manager and Director of Graduate Studies. The specific requirements of each project component are detailed below.

- 1. Peer-Reviewed Journal Publication Submission** – A large part of our graduate program is becoming familiar with and contributing to scholarly work in the ACEL discipline. Our MS degree is a research degree and therefore, each student is required to demonstrate a basic proficiency in research (e.g. data collection and data analysis). Each online MS student will demonstrate proficiency through the preparation and submission of a manuscript suitable for journal publication. The requirements and expectations of the journal manuscript are listed below.
 - a. The manuscript should be drafted according to journal formatting. A target journal appropriate for the proposed content should be identified, agreed upon, and documented during the proposal acceptance meeting.
 - b. Manuscripts should be full research papers based on basic applied research or evaluation focused on the scholarship of teaching and learning. Non-research manuscript formats are not permitted.
 - c. At the time of defense, a completed manuscript suitable for journal publication will be fully drafted and ready for submission.
 - d. Complex methodologies such as experimental designs or in-depth inferential analyses are permitted, but not expected.
 - e. Following the defense, the student will incorporate suggested manuscript edits prior to the last day of the semester and provide the final manuscript to the advisor. The advisor and student should agree upon who will make the journal submission and submission to the ACEL graduate program manager and director of Graduate Studies for ACEL archival purposes.
- 2. Outward Facing Dissemination Piece** – As a department situated at a Land Grant University, ACEL believes in the importance of reaching general audiences with research-based information. Therefore, the second requirement of the online MS project is an outward facing dissemination piece that effectively communicates the

applied research prepared in the Peer-Reviewed Journal Publication Submission (described above) in a format appropriate for the intended lay audience. The requirements and expectations of the dissemination piece are listed below.

- a. Outward facing dissemination pieces may include, but are not limited to, a press release, a one-page infographic, a video, a report, an Ohioline document/factsheet, or other outward facing deliverable.
- b. The dissemination piece, its intended lay audience, and appropriate level of depth should be identified, agreed upon, and documented during the proposal acceptance meeting.
- c. For the defense, the dissemination piece should be presented in a document that includes a
 - i. brief description of the target audience containing a short audience analysis including basic demographic and psychographic information, as well as audience communication preference. The audience analysis should be based on data and not assumed.
 - ii. justification/rationale for the dissemination piece. Why is this deliverable format important and appropriate for the audience?
 - iii. proposed dissemination plan including when, where, and how the piece would be disseminated.
 - iv. the completed outward facing dissemination piece.
- d. Following the defense, the student will incorporate suggested edits prior to the last day of the semester and provide the outward facing dissemination piece to the advisor. The advisor and student should follow the dissemination plan for this outward facing deliverable and submission to the ACEL graduate program manager and director of Graduate Studies for ACEL archival purposes.