



Portland State
UNIVERSITY

Postsecondary, Adult, and Continuing Education (PACE)
Master's Program

1900 SW 4th Ave, Portland, OR 97201
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Mission Statement, Guiding Principles, and Learning Outcomes

Mission Statement

To develop adult educators who are able to anticipate and respond to the changing developmental issues of diverse adult learners, organizations, and communities.

Guiding Principles

The PACE specialty is guided by a specific set of principles and values that is incorporated into course content and interactions:

- ✓ A commitment to social justice and equity
- ✓ The empowerment of change agents and agency
- ✓ The integration of theory, research, assessment, and practice
- ✓ The promotion of sound educational, social, economic, cultural, and environmental leadership and decision-making
- ✓ The development of reflective practitioners
- ✓ The fostering of life-long learning within inclusive, interdependent communities
- ✓ The utilization of appropriate and contemporary resources and technology
- ✓ Leveraging of multiple paradigms and perspectives to inform decision-making for the collective good

Learning Outcomes

As a result of successfully completing the program, all graduates are expected to demonstrate their learning in the following core areas:

- ✓ Understand foundational concepts regarding individual learners across intellectual, emotional, and cultural dimensions.
- ✓ Apply the research and theoretical concepts of epistemology, pedagogy, and performance to individual educational practice.
- ✓ Understand foundational concepts (historical and current) of the organizational policies and procedures, alternate learning formats, and external forces that influence learning environments.
- ✓ Apply the research and theoretical concepts of learning environments to individual practice through the creation of equitable policies and programs, individual and group professional development, and sustainable organizational practices.
- ✓ Effectively use oral communication, written communication, research/assessment techniques, and technology appropriate to educational practice.

Admissions

The online graduate admissions application can be found here: pdx.edu/graduate-admissions/

- ✓ Before applying to the PACE program you must possess a bachelor's degree from an accredited institution and have a cumulative GPA of at least 3.0 in the highest degree earned. Students must also be able to verify any undergraduate or graduate coursework.
- ✓ International students must have an official TOEFL score report sent directly to PSU Office of Admission from the Educational Testing Service (ETS). [You can check TOEFL requirements here.](#) Have the report mailed to: PSU, Office of Admissions and Records, P.O. Box 751, Portland, OR 97207
- ✓ **It is a University requirement that students register and pay for at least one credit in the term they are admitted. Failure to do so will result in automatic cancellation of your admission.** If you need to change the term for which you intend to begin classes after you have submitted your application, please contact the ELP department at 503-725-4633 to discuss your options.
- ✓ Students may enroll in courses prior to formal admission into the program. Pre-admission credits are defined as credits taken at any institution, including PSU before the term of formal admission.

A course planning guide can be found here: [Course Planning Guide for PACE](#)

PACE Faculty

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Calendar

Important Academic Dates

Week 1 – Last Day to Drop with 100% Refund, Last Day to Add Classes

Week 2 – Last Day to Drop *without* “W” Withdraw on Academic Record, and Last Day to Drop with 70% Refund

Week 3 – Last Day to Withdraw with 40% Refund

Week 4 – Last Day to Withdraw with 20% Refund

Week 7 – Last Day to Withdraw from a Course, and Last Day to Change Grading Option

To view the PSU academic calendar, click [here](#)

PACE Dates

September

PACE Orientation

November

Fall Gathering

Veterans Day, Campus Closed

Thanksgiving Day + Friday after Thanksgiving, Campus Closed

December

Christmas Eve + Christmas Day, Campus Closed

January

MLK Day, Campus Closed

May

Memorial Day, Campus Closed

June
Commencement

July
Fourth of July, Campus Closed

Program Information

MA/MS Degree

A Master of Arts differs from a Master of Science in that there is a second language proficiency requirement for Master of Arts degrees. You can find additional second language information [here](#).

Registration

The PACE program does not require continuous registration of students. 9 credits is full-time student status, and 5 credits is part-time student status for financial aid purposes.

Required Courses

ELP Professional Studies Core (16 credits)

Students may complete the professional studies core at any point in their program. However, it is recommended that students complete ELP 520 and ELP 511 as early as possible.

- ✓ ELP 511 Principles of Educational Research and Data Analysis I (4 credits)
- ✓ ELP 520 Developmental Perspectives on Adult Learning (4 credits)
- ✓ ELP 551 Social Foundations of Education (4 credits) **OR** ELP 554 Philosophy of Education (4 credits)
- ✓ ELP 568 Educational Organization and Administration (4 credits)

Thematic specializations and electives (25 credits)

The Thematic Specializations are to serve as a learning guide in assisting students with focusing and developing their program. They are not intended to be prescriptive. As such, working with their advisor students may choose one theme or combine courses from a variety of themes.

- ✓ Higher Education and Organizational Change Theme
- ✓ Adult Learning and Development Theme
- ✓ Student Services Theme

- ✓ Training and Development Theme
- ✓ Service-Learning Theme

Electives

Students may also be interested in courses offered by other PSU academic units including the College of Liberal Arts and Sciences (anthropology, sociology, psychology, philosophy—conflict management and ethics, applied linguistics, and speech communication); the College of Urban Public Affairs; and the School of Business Administration.

Credit Limitations

A maximum of 6 credits of 810 can be used towards the master's degree, however, an adviser must approve use of these credits in advance, and the courses must be taken for a letter grade. 808 credits cannot be used toward a graduate degree.

All coursework applied toward the master's degree must be letter-graded, except ELP 506: Self-Directed Learning, ELP 506: Comprehensive Examination Project, ELP 509: Internship/Practicum, and ELP 503: Thesis. These courses are only offered P/NP.

Program of Study

Complementary courses are not required and electives may be chosen outside of the theme, including outside of the ELP department.

A course planning guide can be found here: [Course Planning Guide for PACE](#)

Adult Learning and Development Theme

Highly recommended:

- ✓ ELP 521 Adult Learning and Motivation*
- ✓ ELP 522 Teaching Diverse Adult Learners*
- ✓ ELP 523 Assessing Adult Learning*

** Completion of ELP 520 or ELP 521 is recommended prior to enrollment in these courses*

Complementary courses:

- ✓ ELP 529 Principles of Training and Development
- ✓ ELP 536 Postsecondary Curriculum
- ✓ ELP 538 Contemporary Issues in Postsecondary Education

Higher Education and Organizational Education Theme

Highly recommended:

- ✓ ELP 527 Legal Issues in Higher Education
- ✓ ELP 528 Leadership in Postsecondary Education
- ✓ ELP 538 Contemporary Issues in Postsecondary Education

Complementary courses:

- ✓ ELP 533 Planning and Budgeting in Postsecondary Education
- ✓ ELP 536 Postsecondary Curriculum
- ✓ ELP 537 Policy and Governance in Postsecondary Education

- ✓ ELP 541 The Community College

Service-Learning Theme

Highly recommended:

- ✓ ELP 542 Introduction to Service-Learning
- ✓ ELP 543 Service-Learning in Educational Leadership and Policy - Metro

Complementary courses:

- ✓ ELP 521 Adult Learning and Motivation
- ✓ ELP 522 Teaching Diverse Adult Learners
- ✓ ELP 528 Leadership in Postsecondary Education
- ✓ ELP 536 Postsecondary Curriculum
- ✓ ELP 549 Service-Learning in Educational Leadership and Policy - International

Student Services Theme

Highly recommended:

- ✓ ELP 525 Student Services in Higher Education
- ✓ ELP 526 Facilitating Student Success in Postsecondary Education
- ✓ ELP 527 Legal Issues in Higher Education

Complementary courses:

- ✓ ELP 521 Adult Learning and Motivation
- ✓ ELP 522 Teaching Diverse Learners
- ✓ ELP 523 Assessing Adult Learners
- ✓ ELP 528 Leadership in Postsecondary Education
- ✓ ELP 533 Planning and Budgeting in Postsecondary Education
- ✓ ELP 536 Postsecondary Curriculum
- ✓ ELP 538 Contemporary Issues in Postsecondary Education
- ✓ ELP 541 Community College

Training and Development Theme

Highly recommended:

- ✓ ELP 521 Adult Learning and Motivation
- ✓ ELP 529 Principles of Training & Development*
- ✓ ELP 530 Course Design and Evaluation*

**Pre-requisite for other Training and Development courses*

Complementary courses:

- ✓ ELP 510 Developing Intercultural Competence for Trainers
- ✓ ELP 510 Methods and Models for Intercultural Training
- ✓ ELP 531 Contemporary Issues in Training and Development
- ✓ ELP 532 Training Methods
- ✓ ELP 539 Developing Training Materials

Graduate Certificates

The PACE program offers four graduate certificates:

- ✓ Teaching Adult Learners
- ✓ Student Affairs in Higher Education
- ✓ Service-Learning in Higher Education

✓ Training and Development

While each certificate offers a unique curriculum, they share the PACE guiding principles, learning outcomes, and faculty. For more information view the [PACE Course Planning Guide](#).

Internship and Independent Study Guidelines

Students may work with faculty to design a self-directed learning experience. Most students engage in independent study after they have completed at least 20 credits of course work. At this point, specific learning needs and interests may be identified. Students might engage in research, program evaluation, practicum, internship, special project, or reading and conference on selected topics. For more information, contact your faculty advisor or instructor.

ELP 506 Independent Study (1-3 credits)

ELP 509 Internship/Practicum (1-4 credits)

A maximum of 6 credits of ELP 506: Self-Directed Learning and 6 credits of ELP 509: Internship/Practicum can be used toward the master's degree. Additionally, a maximum of 6 credits of ELP 501, 505, and 506 combined can be used.

Comprehensive Examination Guidelines (COMPS)

The comprehensive exam is a project-based experience that requires enrollment in ELP 507: PACE Comps (4 credits), taken as Pass/No Pass and offered every term. The project entails completion of an eportfolio that includes evidence of key learning in the program and a theory-to-practice paper. The theory-to-practice paper focuses on a problem or issue, theories related to the problem or issue, and a proposed intervention as a solution to the problem or issue.

Students should have completed a minimum of 35 credits, including the Professional Studies Core, before enrolling in the course. The ELP 507: PACE Comp course will meet 4 to 6 times during the term to help guide students through the completion of their eportfolio. Students will present their projects/paper orally in the final meeting(s) of the course. Further options and guidelines for completing the comprehensive examination process will be discussed in the class.

Career Resources and Employment & Professional Organizations

PACE Listserv: groups.google.com/a/pdx.edu/forum/#!/forum/pace_info-group

Job Search Tools: higherjobs.com/ and academic360.com/

APA

Helpful information regarding APA formatting can be found at www.apastyle.org/ and owl.english.purdue.edu/owl/section/2/10/

It is recommended that students purchase the current edition of the *Publication Manual of the American Psychological Association*.

General Policies and Procedures

Student Progress

Students must maintain a GPA of 3.0 or better to remain in good academic standing. No more than four credits graded as “C” are allowed and must be approved for use towards a degree by your faculty advisor.

Subject to the approval of the instructor, students have a maximum of one year to remove an I (Incomplete) grade.

Any course graded M (Missing) can be changed to a letter grade within one term. If the M is not changed to a grade after one term, it will become an X (No Basis for Grade), which cannot be changed to a grade at a future time. It is the student’s responsibility to monitor their grades after each term and contact the instructor if there is an inconsistency.

Academic Integrity

The following constitutes conduct as proscribed by Portland State University for which a student or student organization or group is subject to disciplinary action:

- (1) Obstruction or disruption of teaching, research, administration, disciplinary procedures or other University activities, including the University's public service functions or other authorized activities on University-owned or -controlled property, or any other location where teaching, research, administration, disciplinary procedures or other University activities take place.
- (2) All forms of academic dishonesty, cheating, and fraud, including but not limited to:
 - (a) plagiarism, (b) the buying and selling of course assignments and research papers, (c) performing academic assignments (including tests and examinations) for other persons, (d) unauthorized disclosure and receipt of academic information and (e) falsification of research data.

PSU Student Conduct Code # 577-031-0136

Credit for Previous Coursework/Transfer

Students may transfer credit hours into the degree program subject to approval by the department. These credits are defined as credits earned prior to admission to the PACE program.

Students are limited to 15 credits of pre-admission credits to use towards their degree. Courses must not have been used towards any other degree. Courses with grades lower than a “B” and those graded as “Pass/No Pass” are not transferable into the program.

For more information visit the PSU Graduate Programs Pre-Admission and Transfer Credit Policy and Procedures [here](#).

Dropping/Withdrawing from Course

For more information on dropping or withdrawing from a course, please visit the PSU policies and instructions located [here](#).

Course Planning

The Course Planning Guide is a spreadsheet with ELP courses listed for fall, winter, spring, and summer terms. It is a helpful tool when planning courses beyond the current or upcoming term. Check back regularly to see updated information such as course day and times.

Click here to view the [Course Planning Guide for PACE](#)

Academic Advising

Your advisor will be assigned upon admission and will be noted in the letter of admission you receive from the Office of Graduate Studies. While you do not need to meet with your advisor to register for courses, it is in your best interest to meet with them and get to know them. They will be able to answer program questions, discuss graduation requirements, help you prepare for COMPS, explore careers, and help you decide which classes would be best for your academic and career plans. They can also be a resource for letters of recommendation.

You can meet with your advisor in person or over the phone. To make an appointment email your advisor for their office hours and availability.

Financial Aid

Financial aid is available through PSU. Please follow this link for more information: pdx.edu/education/financial-aid-resources and visit the PSU Financial Aid webpage: pdx.edu/finaid/

Scholarship information can be found here: pdx.edu/education/gse-scholarships

Graduate Assistantships

Only a few graduate assistantships are available each year across campus. Graduate assistants are required to complete 9 credits of course work each quarter for the entire academic year. The Office of Graduate Studies keeps a list of available assistantships on their website: pdx.edu/ogs/graduate-assistantships

Graduate assistantship-related practicum or research credits, designated as 501a or 509a, cannot be applied toward the master's or doctoral degree.

Graduation Checklist

Certificate & MA/MS

For both graduation and completion of a graduate certificate, you must apply within the first week of the term you intend to graduate, no later than Friday.

*If you are completing a certificate: you must apply to the certificate program(s) **before** you can apply to graduate and receive the certificate(s). You can apply to certificate programs [here](#), and select the Adult Education subject area to show only PACE certificates.

For more information on graduation, please visit: pdx.edu/education/graduation and pdx.edu/education/steps-complete-graduate

No credits over 7 years old at the time of graduation can be counted toward a degree.

Campus Resources

- **Campus Public Safety**
633 SW Montgomery St
Non-emergency: 503-725-4407; Emergency: 503-725-4404
pdx.edu/cpsso/campus-public-safety

- **Career Services**
 University Services Building 402 (617 SW Montgomery St), 503-725-4005
pdx.edu/careers/for-students
- **Center for Student Health and Counseling (SHAC)**
 University Center Building 200 (1880 SW 6th Ave), 503-725-2800
pdx.edu/shac/
- **Cultural Resource Centers**
 Smith Memorial Student Union 228A (1825 SW Broadway), 503-725-5351
pdx.edu/cultural-resource-centers/
- **Disability Resource Center**
 Smith Memorial Student Union 116 (1825 SW Broadway), 503-725-4150
 drc@pdx.edu
pdx.edu/drc/
- **Financial Wellness Center**
 Western Hemlock Trailer Pod (south of Shattuck Hall), 503-725-3440
pdx.edu/student-financial/financial-wellness-center
- **Health Insurance**
 PSU provides students taking 5 or more in-load, non self-support credits per term (1 credit for international students) with the mandatory PSU Student Health Insurance Plan. See pdx.edu/shac/psu-student-health-insurance-information for more information. Students may waive the insurance but must provide proof of enrollment in a comparable insurance policy offered through another company. Students only need to waive out once per academic year. All eligible students will be charged for insurance unless they waive out by the waiver application deadline, the second Sunday of each term. See pdx.edu/shac/insurancewaiver for specific information and directions about waiving the health insurance, and a link to the online waiver application. Contact insurancehelp@pdx.edu for more information.
- **Improving Student Food Security**
 foodhelp@pdx.edu
pdx.edu/student-access-center/
- **Library**
 1875 SW Park Ave, 503-725-5874
library.pdx.edu/
 Assistance with research and library utilization can be obtained by visiting library.pdx.edu/services/ask-a-librarian/

- **Queer Resource Center (QRC):**
Smith Memorial Student Union 458 (1825 SW Broadway), 503-725-9742
pdx.edu/queer/

- **Services for Students with Children**
Smith Memorial Student Union, Suite 462 (1825 SW Broadway), 503-725-9878
pdx.edu/students-with-children/

- **Student Legal Services**
Smith Memorial Student Union M343 (1825 SW Broadway), 503-725-4556
pdx.edu/sls/

- **Veterans Resource Center (VRC)**
Smith Memorial Student Union 401 (1825 SW Broadway), 503-725-9807
pdx.edu/veterans/

- **Women's Resource Center (WRC)**
Montgomery Hall (basement – 1802 SW 10th & Montgomery), 503-725-5672
pdx.edu/wrc/

- **Writing Center**
Cramer Hall 188 (1721 SW Broadway), 503-725-3570
Millar Library, 2nd Floor – walk-ins only
pdx.edu/writing-center/