

# The Adult Education Handbook

## **Table of Contents**

Welcome Message from the Dean .....	2
Faculty of Education (Fredericton).....	2
Certificate and Degree Programs .....	3
How to Apply.....	3
Transfer Credits .....	4
Prior Learning Assessment (PLA) .....	4
UNB Information Technology Services (ITS) .....	4
Registering for Courses .....	5
Desire2Learn .....	5
Required Courses.....	6
Practicum Courses.....	7
UNB Student Card Photo ID.....	7
UNB Bookstore .....	8
UNB Library Services .....	8
ALPS.....	8
UNB Campus Maps.....	8
Helpful Links .....	9
Contact the Admissions Office.....	10
Contact the Registrar’s Office .....	10
Frequently Asked Questions about BEd (Adult Education) and the Certificate in Adult Education (CAE) Programs .....	11
<i>Certificate in Adult Education</i> .....	16
Certificate in Adult Education Student Planning Sheet.....	17
<i>Bachelor of Education in Adult Education</i> .....	18
B.Ed. in Adult Education Student Planning Sheet .....	19
<i>Bachelor of Education in Adult Education (Consecutive)</i> .....	21
Consecutive B.Ed. in Adult Education Student Planning Sheet .....	22

## **Welcome Message from the Dean**

Welcome to the Adult Education program within the Faculty of Education at the University of New Brunswick. You've chosen to be part of an important field of Education and one that we value here at UNB. You'll find your instructors interested in your success and dedicated to their teaching. We work to have a professional learning community that is supportive of all adult learners and I urge you to take advantage of every opportunity offered in the program, attend public lectures and seminars, Works in Progress seminars where new research is shared, join in informal conversations with other students and faculty and meet with your instructors when you have any concerns. We are here to help and facilitate your learning. We look forward to working with you as you grow in your professional learning.

Dr. Sharon Wahl  
Dean, Faculty of Education

## **Faculty of Education (Fredericton)**

The Faculty of Education is located in Marshall d'Avray Hall at the southeast end of the campus (top of the hill). The Post-Graduate and Undergraduate Programs Office is located on the 3<sup>rd</sup> floor, room 327. The primary contact person for undergraduate programs is the Co-ordinator of Student Programs. If you have any administrative questions, please contact the Faculty office using any of the following methods:

- Email: [adulted@unb.ca](mailto:adulted@unb.ca)
- Telephone: (506) 458-7668
- Fax: (506) 453-3569
- Mail: Faculty of Education  
University of New Brunswick  
P.O. Box 4400  
Fredericton, NB Canada  
E3B 5A3

You can also find valuable information on the Faculty of Education website:  
<http://www.unb.ca/fredericton/education>

## Certificate and Degree Programs

The Faculty of Education offers the following three Adult Education academic programs:

- Certificate in Adult Education (36 ch)
  - Bachelor of Education in Adult Education (120 ch)
  - Bachelor of Education in Adult Education (Consecutive; 60 ch) \*
- \* This program is for students who already have an undergraduate degree in another field of study.

Program and degree requirements are based on accumulated credit hours (ch). Each program has specific core requirements and options for elective courses within the field. For more information on individual program and degree requirements, please click on the title in the Table of Contents, or consult the information available online at:

<http://www.unb.ca/fredericton/education/undergraduate/adulted/index.html>

## How to Apply

Applications to the Adult Education program can be submitted *online* at: <https://apply.unb.ca/>, or by mail. There is an application fee of \$65.00, and you will be asked for a credit card number to finish the online application process. If you cannot complete the application process as specified, please contact the UNB Admissions Office at: [admissions@unb.ca](mailto:admissions@unb.ca), or call (506) 453-4865.

For *ground mail* applications, please print and fill out the Fredericton Campus Application, and submit the application and fee payment (credit card, cheque, or money order) to:

Registrar's Office  
UNB Fredericton  
P.O. Box 4400  
Fredericton, NB E3B 5A3

Please Note: Applications to the Adult Education programs do not require the supplementary forms, however we do request that you forward directly to the Faculty of Education a current CV and letter of intent.

## Transfer Credits

Any previous academic, accredited, or supervised courses or projects can be submitted for transfer credit assessment. You will need to submit a copy of your transcripts or certificates of completion along with a brief course description and credit value (please include a website address if available) for previous courses to be considered for transfer credits. Transcripts should be submitted to the Registrar's Office upon application to the program,

To find out more and/or apply for transfer credits, please contact the faculty at [adulted@unb.ca](mailto:adulted@unb.ca).

Please note, non-UNB courses must be completed and passed with a grade 'C' or better. Any in-progress programs can only be submitted for consideration once completed. Transfer credits do not include previous grades, but will appear as CR on your UNB transcripts.

## Prior Learning Assessment (PLA)

Prior Learning Assessment (PLA) is a systematic evaluation of an individual's previous skills or knowledge gained through life experience, work, or volunteer positions. Students who qualify can gain academic credit toward a specific program or field of study. All PLA assessments are run through UNB's College of Extended Learning (CEL).

Prior Learning Assessment (PLA) is only available for students in the Bachelor of Education degree programs. Students interested in applying for PLA are strongly encouraged to take ED 5011: Preparing for Prior Learning Assessment. This course is designed to help students develop their portfolio before applying for PLA evaluation.

For more information in PLA services, please consult the CEL webpage at: <http://www.unb.ca/cel/gettingstarted/pla-centre/index.html>.

## UNB Information Technology Services (ITS) <http://www.unb.ca/its/>

Once you have applied and been accepted into your program, you will receive a packet of information that includes your UNB student PIN, your log-in ID, and your UNB student email address. Your log-in ID is the alpha-numerical 5-digit code of your UNB email (e.g., a1b2c).

Once you have received your information packet, you need to activate your UNB e-Services account. This is the account that provides access to UNB email, lets you register (or drop) courses, gives you access to a student copy of your transcript, sets up wireless access, and activates your print credits (on campus).

Once you have activated your E-services account, you can simply click on the *Inside UNB* tab at the top right of the UNB homepage (<http://www.unb.ca>) for easy access to UNB email, Desire2Learn (D2L), all UNB libraries, student transcripts, timetables, print credits, and a variety of other UNB services.

If you have any difficulty with your UNB E-services, please contact the UNB Helpdesk at: [helpdesk@unb.ca](mailto:helpdesk@unb.ca), or call (506) 453-5199.

## Registering for Courses

Once you have activated your UNB E-services account, you will be eligible to register for your courses. You must contact the Adult Education Department at [adulthood@unb.ca](mailto:adulthood@unb.ca) before you try to register for courses for academic advising. The department has to acknowledge your registration with the online system. Contact the Faculty of Education via phone at (506)458-7668.

Once you have received your academic advising, you will be able to register for courses. Click on *Inside UNB* from the homepage ([www.unb.ca](http://www.unb.ca)), and login to the *My UNB Portal*. On the left-hand side, you will see the *Quick Launch* menu. Please click on *Register for Classes* and the *Course Selection Menu* will come up.

You now have two choices:

1. Use the *Quick Course Selection*: you will need the six-digit course synonym (e.g., 123456), the course number (e.g., ED 3011), the course section number (e.g., FRE1A), and the term the course is available. All this information can be found using the UNB course timetable link at: <http://www.unb.ca/schedules/timetable/>.
2. Use the *Search and Select* option: enter the subject, course level and section, and the software will show all available matches. Click on your selection and then click *add*.

## Desire2Learn

When you activate your UNB E-services account, you are strongly encouraged to activate your Desire2Learn account as well. Desire2Learn is the online teaching and learning software used for all online courses and is often used as a file cabinet for face-to-face and audio-conference courses.

## Required Courses

Students in all Adult Education programs must complete the following four core courses:

*ED 4042 Introduction to Adult Education (3 ch)*

Examines the development of adult education as a field of practice and explores the characteristics of adult education in a variety of contexts with specific emphasis on national and provincial contexts.

*ED 3024: Understanding the Adult Learner (3 ch)*

Explores the characteristics of adult learners in formal and non-formal education settings and identifies processes and conditions as they influence adult learning.

*ED 3115 Method and Strategies in Adult Education (3 ch)*

This course examines methods and strategies to facilitate effective adult education programs. Topics include: planning instructional segments; writing objectives; evaluating student work, programs and teaching; using and assessing teaching strategies, and learning resources.

*ED 3015 Practicum in Adult Education (3 ch)*

Practical, field-based learning-based on an individualized learning contact and completed in teaching, learning or other appropriate adult education settings such as training, literacy, tutoring, curriculum development, etc. The intent of the practicum is to help learners develop observational, critical and reflective skills as well as skills appropriate to their work with adults.

### **OR**

*ED 5010 Advanced Practicum in Adult Education (6 ch)*

A practical, field-based learning experience in which learners will apply and practice previously acquired adult education principles and practices and will monitor themselves through using mentoring, collaboration, and peer consultation. Prerequisite: Practicum in Adult Education, or its equivalent.

## **Practicum Courses**

The practicum component of the adult education Certificate or Degree program is designed to provide you with the opportunity to reflect on and practice the skills you have learned. The practicum experience will provide you with the opportunity, in a supportive environment, to apply the adult education principles acquired during your studies to become a more skilful, reflective practitioner.

Practicum projects are developed to meet the specific needs of each learner and can be used for both traditional and non-traditional educators. Each student creates a practicum proposal to work collaboratively with an adult education specialist (called a Coach-mentor) on projects that address real learning, training or development needs within a group, a work unit or an organization. Practicum projects permit you to work closely with a Coach-mentor in a realistic organizational context.

Practicum projects are ungraded, and are normally completed during the Fall or Winter terms. You are advised to register for this course after you have completed all other required and elective courses. For more information on registering for the practicum or to receive the complete practicum projects guide, please send an email to [adulted@unb.ca](mailto:adulted@unb.ca).

## **UNB Student Card Photo ID**

UNB UCard office provides student photo ID and is located in the Student Union Building, room 106. Once you have received your photo ID, you will need to visit the Registrar's Office (Howard Douglas Hall, 2<sup>nd</sup> floor) for a validation sticker. Your photo ID serves as your library card, and is your identification for any student social activities or functions.

For students at an off-site location, please contact UNB UCard office at [ucard@unb.ca](mailto:ucard@unb.ca). You will be asked to submit a digital photo (jpeg only) and your UNB student number, and the card will be mailed to you.

Your UNB Student Card will allow your entry into all UNB facilities (e.g., Currie Centre Campus Recreation, and College Hill Social Club), and can get you discounts at stores that advertise *Student Days* (e.g., Atlantic Superstore, and Sobey's).

## **UNB Bookstore**

The UNB Bookstore (Fredericton) is located at 29 Dineen Drive (west side of the campus). Store hours are: Monday to Friday, 8:30 to 4:30; Saturday, 9:00 to 4:00. You can also order textbooks online at:

[http://www.bkstr.com/newbrunswickstore/home/en?cm\\_mmc=Redirect--VanityURL--unb.bkstr.com--11010](http://www.bkstr.com/newbrunswickstore/home/en?cm_mmc=Redirect--VanityURL--unb.bkstr.com--11010).

29 Dineen Drive  
P.O. Box 9350 MPO  
Fredericton, NB E3B6C2  
Phone: (506) 453-4664  
Fax: (506) 458-7001  
Email: [unb@bkstr.com](mailto:unb@bkstr.com)

If you are in the Saint John area, you can request to have resource material sent there for payment and pick-up.

## **UNB Library Services**

Once you have activated your Student E-Services account, you will have access to all UNB Libraries. *Click on Inside UNB* from the home page ([www.unb.ca](http://www.unb.ca)) and log in to the *My UNB Portal*. Once you log-in, you will have access a wealth of online journals, e-books, and articles for your course work or research. You can also request articles and books not immediately available at UNB through the Document Delivery Request. The library also provides assistance for doing research, writing services, and workshops. For more information, please contact: [www.lib.unb.ca](http://www.lib.unb.ca)

## **ALPS (Adult Learners, Part-time Students)**

ALPS provides both academic and social support for all adult learners and part-time students. There are two offices located on the Fredericton campus (d'Avray Hall and the SUB), and there is support information available on-line: <http://www2.unb.ca/alps/> , or contact: 453-3596, [alps@unb.ca](mailto:alps@unb.ca)

## **UNB Campus Maps**

This link will take you to maps of both the Fredericton and Saint John campuses.

<http://www.unb.ca/welcome/maps/fredericton>



## Helpful Links

**Calendar of Academic Dates:** All students should familiarize themselves with the UNB Calendar to ensure you know what deadlines are applicable to you such as registering for a course, dropping a course and course payment.

<http://www.unb.ca/academics/calendars.html>

**Text Books:** 506-453-4664 or email at [bookstor@unb.ca](mailto:bookstor@unb.ca)  
Please call the Bookstore to order your text books if applicable. The Bookstore will courier your book(s).

**Course Registration & Payment:** ***ALL** academic advising is to be through the Faculty of Education, Coordinator of Student Programs ([kaubin@unb.ca](mailto:kaubin@unb.ca) / 506-458-7668).*

For those students registering for Adult Education courses through the College of Extended Learning, please contact 506-453-4646 or [extend@unb.ca](mailto:extend@unb.ca).

For students registering in regular education courses, please contact the **Register's Office** at 506- 453-4864 and for payment information, **Financial Services** at, 506- 453-4624.

Payment cut off dates are indicated in the UNB Calendar mentioned above. This will ensure uninterrupted student e-services and your student status.

**Help Desk:** For activating your student e-services, please contact 506-453-5199 or [helpdesk@unb.ca](mailto:helpdesk@unb.ca) . They are available 24/7.

**Library Services for Distance Education Students:** Please contact Marc Bragdon at 506-458-7741/1-888-393-8222 or email at [mbragdon@unb.ca](mailto:mbragdon@unb.ca) for help with online library research or ordering research articles or books.

**ALPS (Adult Learners, Part-Time Students Services):** 506-453-3596 or [alps@unb.ca](mailto:alps@unb.ca).

For part-time adult learners who require assistance with paper writing and additional administrative assistance.

**Undergraduate Student Awards:** Please contact Shannon Brewer, [ptaward@unb.ca](mailto:ptaward@unb.ca).

**Contact the Admissions Office** (Fredericton)

Tel: 506 453-4865

Fax: 506 453-5016

E-mail: [admissions@unb.ca](mailto:admissions@unb.ca)

PO Box 4400

Fredericton, NB

Canada

E3B 5A3

**Contact the Registrar's Office** (Fredericton):

<http://www.unb.ca/fredericton/registrar/>

Tuition fees are paid to the registrar's office at the beginning of each term.

Sir Howard Douglas Hall

3 Bailey Drive, 2nd Floor

PO Box 4400

Fredericton, NB

Canada

E3B 5A3

Tel: 506 453-4864

Fax: 506 453-5016

Email: [registrar@unb.ca](mailto:registrar@unb.ca)

## **Frequently Asked Questions about BEd (Adult Education) and the Certificate in Adult Education (CAE) Programs**

### **Can I do these programs while working full-time?**

Absolutely! The CAE and BEd (adult education) programs are designed to be accessible to adults who are working full-time. Most of our courses are available online or in the evening from 5:00 - 9:30 pm.

### **How long do the programs run and what do they include?**

The Certificate in Adult Education is 36 ch in length. The Bachelor of Education (Adult Education) is 120 ch in length. A consecutive BEd in adult education (60 credit hours) may also be completed for those students with previous degrees.

### **How long will it take me to complete a program?**

The length of each program is determined by the rate at which you apply yourself to your studies.

### **Can I transfer from the CAE into the BEd if I decide to do more study?**

Yes, there is a seamless transfer between the two programs. That means that you do not have to repeat any courses nor do you lose any course credits in the transfer. The programs share the same core courses.

### **How much will my program cost?**

Tuition fees are set annually by the university. Part-time students are billed for their courses on a per-course basis. For complete fee information, visit UNB's Financial Services

([http://www.unb.ca/financialservices/\\_resources/pdf/student-accounts/tuition\\_fee\\_tables/fredericton\\_undergrad/fredericton\\_undergrad\\_part\\_time.pdf](http://www.unb.ca/financialservices/_resources/pdf/student-accounts/tuition_fee_tables/fredericton_undergrad/fredericton_undergrad_part_time.pdf)). You can also email [stufees@unb.ca](mailto:stufees@unb.ca) or call (506) 453-4624.

### **What is a "normal" course load?**

Each learner differs in his or her learning style: some may be comfortable taking heavier loads than others. The levels of family and work responsibility are important considerations in determining course load. Part-time learners generally take one or two course per semester and can take as many as four per year. (A one-semester course is generally 3 credit hours in weight.)

### **How long am I allowed to complete my program?**

Full-time learners should complete undergraduate degrees at UNB within 5 years of their first registration.

## **How are courses delivered?**

All adult education courses are available by distance learning technologies. At UNB, we use a mixed model for distance delivery: most of our courses are accessible by audio-conference or online. For information regarding the delivery method for a specific course, please go to <http://www.unb.ca/schedules/timetable>.

ED 3015, a 3 ch core course, is a practicum experience that is self-directed.

## **What is audio-conferencing and how does it work?**

In cooperation with UNB's [College of Extended Learning](#) (CEL), we arrange sites in various centres around New Brunswick and throughout Canada. These sites are usually in public places, such as colleges. Learners meet at sites close to where they live for a weekly class during which they can hear all the other participants and instructor from wherever they are located but they can only see the learners who are at the same site as they are.

Distance students can find all their course access information (dates, times, places) on the [CEL site](#).

## **What is online learning?**

The term online learning refers to a type of distance education that is delivered using the Internet and specific software, in this case, Desire2Learn. Students use the Internet to access a website in which all course information is located. There is also a conferencing system which is like a bulletin board for exchanging messages and distributing information.

The type of online learning that we utilize is called asynchronous. Students learning asynchronously can access the course and do the work required for it whenever it is convenient for them - for example, in the early morning, during their lunch hour, or in the evening. The entire course is archived and all messages remain available for reading and responding. [Synchronous technology, also allows all learners to be online at a certain time.]

Online courses have start and end dates similar to other University of New Brunswick. Courses run on the semester system from September to December, from January to April, and in Spring Session (May/June) and Summer Session (July/August). Within this timeframe, due dates are set for completing sections and submitting assignments. A class of learners proceeds through the course on the same schedule, meeting the same deadlines.

The flexibility of distance learning allows you to choose when and where to learn - at home, in the workplace, or even in a hotel room while you travel for work or pleasure.

### **What kinds of students enter your programs?**

Adult education typically attracts a variety of mid-life learners of diverse skills and knowledge. A large number of our learners are teachers, facilitators, and instructors in post-secondary institutions. Others are coordinators, administrators, and trainers in both public and private sectors. Those who are contemplating entering a position where they will be responsible for or working with adults in learning situations will find our program valuable.

### **How will I be assessed in my courses?**

There are usually no exams in adult education courses. Learners are assessed on combinations of individual and group work, essays, projects, and presentations. In online courses, there is often a participation mark to encourage learners to be present and to be "heard."

### **What grading system does the program use?**

The University of New Brunswick uses a letter grading system with a 4.3 point scale of numerical equivalents for calculating grade point averages (GPAs).

A+, A, A- Excellent  
B+, B, B- Good  
C+, C, C- Satisfactory  
D+ Poor  
D Minimal Pass

For each course, learners receive a letter grade. These letter grades will appear on student transcripts beside each course. A numeric Grade Point Average (GPA) ranging from 4.3 (for top students) to 0.0 (for students who fail every course) will be also be included on the transcript. The grade point values for each grade, together with the weight for each course taken, are used to calculate the GPA.

For complete information on grading, visit UNB's [online calendar](#) .

Some courses (e.g., ED 3015) are graded CR/Non Credit.

## **How do I get started?**

There are two different procedures involved.

1. For admission information, please go to:  
<http://www.unb.ca/admissions/requirements>.
2. In order to register in courses, you must have a UNB student number. This is obtained through the admission process. With your UNB identification information, you can either register online or through the Registrar's office. For courses offered in fall, winter, spring and summer terms, you can also register through the [College of Extended Learning \(CEL\)](#) by calling (506) 453 4646.

## **What can I do with a Certificate or Degree in Adult Education?**

Learners who complete a Certificate or Degree program in adult education work in many areas including human resources, community colleges, and consulting. To learn more about potential occupations and work prospects that may interest you visit: <http://nb.jobfutures.org/> (for information specific to New Brunswick) and <http://jobfutures.ca/> (for information at a national level).

## **Will I be able to access University services, such as the library?**

Yes, part-time and distance students have access to UNB library holdings. Contact [Joanne Smyth](#) for information on [library services](#).

## **Where can I find information on elective course offerings for the Arts and Science component of the BEd program?**

Access CEL's [Open Access program information](#) . Many arts and sciences courses are available at a distance through this program.

The most complete information is found on this adult education website:  
<http://www.unbf.ca/education/adult/welcometoadult.html>.

**I am an international student interested in pursuing adult education at UNB. Where can I find information about what is required of me?**

Language requirements apply to students from abroad. Please visit the International Students page for more information:

<http://www.unb.ca/international/prospective>.

Our courses are currently linked to learners enrolled in an Adult Education degree or certificate programs. If you would like to take a particular course, but are not yet enrolled in one of these programs, please contact the Coordinator of Undergraduate Adult Education programs at [adulted@unb.ca](mailto:adulted@unb.ca) or (506) 458-7668 to request special permission.

## University of New Brunswick

### **Certificate in Adult Education**

#### **36 Credits**

The Certificate in Adult Education is a program offered by the University of New Brunswick. The Certificate in Adult Education can be completed as a stand-alone certificate or used as a first step towards a Bachelor of Education, Adult Education degree. It is designed for mature learners who have at least one year (or equivalent) of full time paid or volunteer experience in educating, training, or counseling adults. The Certificate prepares learners to be adult teachers, trainers, or counsellors. It provides basic skills and knowledge of the techniques, methods, and philosophy of adult education.

*Please note: The Certificate in Adult Education and the Bachelor of Education in Adult Education are intended for people interested in teaching adults. They do not provide certification to teach in the public school system.*

Students who have completed the Instructor Development Program (a program specifically designed for instructors in Community Colleges) may choose to continue with their studies, in order to obtain the Certificate in Adult Education.

The Certificate in Adult Education program (CAE) consists of **36 credit-hours**. CAE participants must successfully complete a total of 36 credit hours consisting of a compilation of both required and elective courses.

#### **Certificate in Adult Education Required Courses**

ED 4042  
Introduction to Adult Education (3 credits)

ED 3024  
*Understanding the Adult Learner* (3 credits)

ED 3115 *Methods and Strategies in Adult Education* (3 Credits)

ED 3015 *Practicum in Adult Education* (3 credits)

**OR**

ED 5010 *Advanced Practicum in Adult Education* (6 credits)

The remaining credit hours will derive from a selection of approved electives.

Although credits may be transferred from other universities or colleges, at least half of a student's academic credits must be obtained at UNB.

Only courses in which students have obtained grades of C or higher (60%) will be counted towards the Certificate in Adult Education.



## Certificate in Adult Education Student Planning Sheet

### 36 Credit Hours Required

Student Name and Number: \_\_\_\_\_

The Certificate in Adult Education Consecutive degree requires 36 credits, including 4 required courses, and 8 elective adult education courses.

<b>Credits from outside UNB (maximum 18 ch) Hours</b>	<b>Date Assessed</b>	<b>Credit</b>
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Transfer credits	_____	_____
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<b>EDUCATION COURSES</b>		
<b>Required Adult Education Courses: Hours</b>	<b>Date Completed</b>	<b>Credit</b>

ED 4042 Introduction to Adult Education (3 ch)	_____	_____
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ED 3024 Understanding the Adult Learner (3 ch)	_____	_____
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ED 3115 Methods and Strategies (3 ch)	_____	_____
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ED 3015 Practicum in Adult Education (3 ch) OR ED5010 Advanced Practicum (6 ch)	_____	_____
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<b>Elective Adult Education Courses: Hours</b>	<b>Date Completed</b>	<b>Credit</b>
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ED 3011 Professional Ethics for Practitioners (3 ch)	_____	_____
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ED 3113 Communication Practices (3 ch)	_____	_____
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ED 3114 Intro to Workplace Learning (3 ch)	_____	_____
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ED 4012 Diversity and Inclusion (3 ch)	_____	_____
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ED 4032 Adult Learners with Exceptionalities (3ch)	_____	_____
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ED 4045 Issues in Training & Development (3ch)	_____	_____
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ED 4061 Advising & Mentoring (3 ch)	_____	_____
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ED 4102 Transition to Adulthood (3 ch)	_____	_____
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ED 4191 Independent Study (3 ch)	_____	_____
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ED 4110 Methods & Strategies: Theory & Practice (6 ch)	_____	_____
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ED 4113 Intro to Distance Learning (3 ch)	_____	_____
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ED 4115 Issues in Adult Literacy (3 ch)	_____	_____
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ED 5011 Preparing for Prior Learning Assessment (3 ch)	_____	_____
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ED 5022 Transformative Learning (3 ch)	_____	_____
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ED 5156 Special Topics in Adult Education (3 ch)	_____	_____
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ED 5157 Adult Education & Community Development (3 ch)	_____	_____
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ED 5164 Learning with Technology (3 ch)	_____	_____
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ED 5171 Assessing Adult Learning (3 ch)	_____	_____
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ED 5191 Independent Study (3 ch)	_____	_____
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<b>Other Education Courses Hours</b>	<b>Date Completed</b>	<b>Credit</b>
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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<b>TOTAL EDUCATION CREDITS (36 required)</b>	_____	_____
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## University of New Brunswick

### **Bachelor of Education in Adult Education**

**4 Year Program  
120 credits**

The University of New Brunswick offers a Bachelor of Education in Adult Education, which can be achieved EITHER as a first degree **by completing 120 credits of adult education and arts and science work**, OR as a second degree **by completing 60 credits of adult education and electives**, following the completion of an acceptable undergraduate degree.

The BEd in Adult Education is designed for mature learners who have at least one year (or equivalent) of experience working with adults in educational, training, counselling, or similar roles. To complete the BEd in Adult Education as a first degree, students are required to complete 120 credits, including

**48 credits of education courses** (including adult education and other education courses)

**30 credits of arts and/or sciences courses** (non-education courses)

Learners may also apply for **42 credits of prior learning OR specialized courses**, such as occupational, technical, or academic specialization courses (non-education courses)

#### **Required Courses**

ED 4042 *Introduction to Adult Education* (3 credits)

ED 3024 *Understanding the Adult Learner* (3 credits)

ED 3115 *Methods and Strategies in Adult Education* (3 Credits)

ED 3015 *Practicum in Adult Education* (3 credits)

**OR**

ED 5010 *Advanced Practicum in Adult Education* (6 credits)

#### **Previously Acquired Credits**

A maximum of 60 credits may be obtained from outside UNB by transferring credits earned at other universities, and/or through prior learning assessment (PLA). A maximum of 42 PLA credits may be awarded to students in the 4year program. PLA credit is assessed, by examining a prior learning portfolio, only after a student has been accepted into a degree program. The portfolio may be developed in conjunction with ED5011, *Preparing for Prior Learning Assessment*, or it may be developed independent of the course. Please see this website for information on applying for PLA credits

[http://extend.unb.ca/deg\\_cred/gen\\_info/gen\\_info\\_prior\\_learning.php](http://extend.unb.ca/deg_cred/gen_info/gen_info_prior_learning.php)

Only courses with grades of C (60%) or higher may be used to count toward the UNB degree.

Application information is provided on the University of New Brunswick web site.

# B.Ed. in Adult Education Student Planning Sheet

4 Year Degree - 120 credit hours

Student Name and Number: \_\_\_\_\_

The B.Ed. in Adult Education 4 Year degree requires 120 credits, including 48 credits of approved education courses (including both adult education and other education courses) 30 credits of arts and/or sciences courses (non-education courses) 42 credits of occupational, technical, or academic specialization courses (non-education courses) or prior learning

<b>Credits from outside UNB (maximum 60 ch) Hours</b>	<b>Date Assessed</b>	<b>Credit</b>
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Credits for prior learning (maximum 42 ch)	_____	_____
Transfer credits	_____	_____

<b>EDUCATION COURSES (48 credits required) Required Adult Education Courses: Hours</b>	<b>Date Completed</b>	<b>Credit</b>
--	-----------------------	---------------

ED 4042 Introduction to Adult Education (3 ch)	_____	_____
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ED 3024 Understanding the Adult Learner (3 ch)	_____	_____
--	-------	-------

ED 3115 Methods and Strategies (3 ch)	_____	_____
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ED 3015 Practicum in Adult Education (3 ch) OR ED5010 Advanced Practicum (6 ch)	_____	_____
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<b>Elective Adult Education Courses: Hours</b>	<b>Date Completed</b>	<b>Credit</b>
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ED 3011 Professional Ethics for Practitioners (3 ch)	_____	_____
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ED 3113 Communication Practices (3 ch)	_____	_____
--	-------	-------

ED 3114 Intro to Workplace Learning (3 ch)	_____	_____
--	-------	-------

ED 4012 Diversity and Inclusion (3 ch)	_____	_____
--	-------	-------

ED 4032 Adult Learners with Exceptionalities (3ch)	_____	_____
--	-------	-------

ED 4045 Issues in Training & Development (3ch)	_____	_____
--	-------	-------

ED 4061 Advising & Mentoring (3 ch)	_____	_____
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ED 4102 Transition to Adulthood (3 ch)	_____	_____
--	-------	-------

ED 4191 Independent Study (3 ch)	_____	_____
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ED 4110 Methods & Strategies: Theory & Practice (6 ch)	_____	_____
--	-------	-------

ED 4113 Intro to Distance Learning (3 ch)	_____	_____
---	-------	-------

ED 4115 Issues in Adult Literacy (3 ch)	_____	_____
---	-------	-------

ED 5011 Preparing for Prior Learning Assessment (3 ch)	_____	_____
--	-------	-------

ED 5022 Transformative Learning (3 ch)	_____	_____
--	-------	-------

ED 5156 Special Topics in Adult Education (3 ch)	_____	_____
--	-------	-------

ED 5157 Adult Education & Community Development (3 ch)	_____	_____
--	-------	-------

ED 5164 Learning with Technology (3 ch)	_____	_____
---	-------	-------

ED 5171 Assessing Adult Learning (3 ch)	_____	_____
---	-------	-------

ED 5191 Independent Study (3 ch)	_____	_____
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<b>Other Education Courses Hours</b>	<b>Date Completed</b>	<b>Credit</b>
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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<b>TOTAL EDUCATION CREDITS (48 required)</b>	_____	_____
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**Arts and Science (Non-Education) Courses (30 credit hours required)**

<b>Course Hours</b>	<b>Date Completed</b>	<b>Credit</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Occupational/Academic/Technical Specialty Courses OR Prior Learning Assessment (42 Credit hours)**

<b>Course</b>	<b>Date Completed</b>	<b>Credit Hours</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Prior Learning Assessment Date Assessed Credit Hours**

_____	_____	_____
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**TOTAL CREDITS (120 required)** \_\_\_\_\_

Signature of Faculty Advisor \_\_\_\_\_

Date of Credit Audit \_\_\_\_\_

## University of New Brunswick

### **Bachelor of Education in Adult Education (Consecutive)**

#### **60 credits**

The University of New Brunswick offers a Bachelor of Education in Adult Education, which can be achieved EITHER as a first degree **by completing 120 credits of adult education and arts and science work**, OR as a second degree **by completing 60 credits of adult education and electives**, following the completion of an acceptable undergraduate degree.

The BEd in Adult Education is designed for mature learners who have at least one year (or equivalent) of experience working with adults in educational, training, counselling, or similar roles. To complete the BEd in Adult Education as a second degree, students are required to complete 60 credits, including

**48 credits of education courses**, (including adult education and other education courses).  
**12 credits of electives**

Learners may also apply for **6 credits of prior learning OR specialized courses** as part of their education credits, such as occupational, technical, or academic specialization courses.

#### **Required Courses**

ED 4042 *Introduction to Adult Education* (3 credits)

ED 3024 *Understanding the Adult Learner* (3 credits)

ED 3115 *Methods and Strategies in Adult Education* (3 Credits)

ED 3015 *Practicum in Adult Education* (3 credits)

**OR**

ED 5010 *Advanced Practicum in Adult Education* (6 credits)

#### **Previously Acquired Credits**

A maximum of 30 credits may be obtained from outside UNB by transferring credits earned at other universities, and/or through prior learning assessment (PLA). A maximum of 6 PLA credits may be awarded to students in the 60 credit consecutive degree program. PLA credit is assessed, by examining a prior experience portfolio, only after a student has been accepted into a degree program. The portfolio may be developed as part of ED 5011, *Preparing for Prior Learning Assessment*, or it may be developed independent of the course. Please see this website for information on applying for PLA credits  
[http://extend.unb.ca/deg\\_cred/gen\\_info/gen\\_info\\_prior\\_learning.php](http://extend.unb.ca/deg_cred/gen_info/gen_info_prior_learning.php)

Only courses with grades of C (60%) or higher may be used to count toward the UNB degree.

Application information is provided on the University of New Brunswick web site.

## Consecutive B.Ed. in Adult Education Student Planning Sheet

### 60 Credit Hours Required

Student Name and Number: \_\_\_\_\_

The B.Ed. in Adult Education Consecutive degree requires 60 credits, including 48 credits of approved education courses (including both adult education and other education courses), (6 credits of which may be occupational, technical, or academic specialization courses or prior learning) 12 credits of electives

<b>Credits from outside UNB (maximum 30 ch) Hours</b>	<b>Date Assessed</b>	<b>Credit</b>
Credits for prior learning (maximum 6 ch) Transfer credits	_____	_____
_____	_____	_____
<b>EDUCATION COURSES (48 credits required) Required Adult Education Courses: Hours</b>	<b>Date Completed</b>	<b>Credit</b>
ED 4042 Introduction to Adult Education (3 ch)	_____	_____
ED 3024 Understanding the Adult Learner (3 ch)	_____	_____
ED 3115 Methods and Strategies (3 ch)	_____	_____
ED 3015 Practicum in Adult Education (3 ch) OR ED5010 Advanced Practicum (6 ch)	_____	_____
<b>Elective Adult Education Courses: Hours</b>	<b>Date Completed</b>	<b>Credit</b>
ED 3011 Professional Ethics for Practitioners (3 ch)	_____	_____
ED 3113 Communication Practices (3 ch)	_____	_____
ED 3114 Intro to Workplace Learning (3 ch)	_____	_____
ED 4012 Diversity and Inclusion (3 ch)	_____	_____
ED 4032 Adult Learners with Exceptionalities (3ch)	_____	_____
ED 4045 Issues in Training & Development (3ch)	_____	_____
ED 4061 Advising & Mentoring (3 ch)	_____	_____
ED 4102 Transition to Adulthood (3 ch)	_____	_____
ED 4191 Independent Study (3 ch)	_____	_____
ED 4110 Methods & Strategies: Theory & Practice (6 ch)	_____	_____
ED 4113 Intro to Distance Learning (3 ch)	_____	_____
ED 4115 Issues in Adult Literacy (3 ch)	_____	_____
ED 5011 Preparing for Prior Learning Assessment (3 ch)	_____	_____
ED 5022 Transformative Learning (3 ch)	_____	_____
ED 5156 Special Topics in Adult Education (3 ch)	_____	_____
ED 5157 Adult Education & Community Development (3 ch)	_____	_____
ED 5164 Learning with Technology (3 ch)	_____	_____
ED 5171 Assessing Adult Learning (3 ch)	_____	_____
ED 5191 Independent Study (3 ch)	_____	_____
<b>Other Education Courses</b>	<b>Date Completed</b>	<b>Credit Hours</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>TOTAL EDUCATION CREDITS (48 required)</b>	_____	

**Elective Courses (12 credit hours required)**

<b>Course</b>	<b>Date Completed</b>	<b>Credit Hours</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Occupational/Academic/Technical Specialty Courses OR Prior Learning Assessment (6 credit hours)**

<b>Course</b>	<b>Date Completed</b>	<b>Credit Hours</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Prior Learning Assessment Date Assessed Credit Hours**

_____	_____	_____
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**TOTAL CREDITS (60 required)**

\_\_\_\_\_

Signature of Faculty Advisor \_\_\_\_\_

Date of Credit Audit \_\_\_\_\_