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THE UNIVERSITY OF BRITISH COLUMBIA

Information for Prospective Students

The Intercontinental Masters in Adult Learning and Global Change

(ALGC - 12 Cohort)

Information about the Program

Thank you for your interest in the Intercontinental Masters (M.Ed.) in Adult Learning and Global Change. This document provides details on the scheduling of courses, the kind of equipment and software that is required to participate in the program and some basic administrative matters that may be of interest to those wishing to apply to the program. It should contain enough information to provide a comprehensive overview the requirements of the ALGC program. The program will be referred to by the acronym “ALGC” although our partner universities will most often refer to it as the “ICM.”

The first UBC cohort began this program in August, 2002, so those accepted into the 2012 Cohort will be part of the eleventh UBC cohort. We have worked very hard to develop a challenging, engaging and useful program but we also know that the early offerings of any new program will uncover issues and problems that need to be resolved. We hope you will feel free to tell us about issues and problems you experience so we can work on them immediately, and resolve them before they become barriers to your learning. Now, for some details about the program.

Schedule of Required Courses

It is probably not a surprise to you that a program such as this with instructors and students spread all around the world creates significant scheduling challenges. Our partner universities in the Southern Hemisphere (University of Monash in Melbourne [Mon], and University of the Western Cape in Cape Town, South Africa [UWC]) are on a fundamentally different academic schedule than UBC, our partner Linköping University in Sweden [LiU] and most other universities in the Northern Hemisphere. We have negotiated the schedule of courses to avoid, whenever possible, major holiday periods, but some compromises have had to be made. One of these is that the first course in the program begins on August 13th rather than the more conventional post-Labour Day period in September. This course is taught by the University of British Columbia (Dr. Garnet Grosjean), and provides an orientation to the program, introduces you to other students in your cohort, assists you in the development of a learning plan, and helps you learn how to use the “**It’s learning**” platform and the key features of the site that will be used throughout the program. Below is a schedule of when the required courses in the program are expected to begin and end for the 2012 Cohort, and how they will correspond to UBC’s academic year. There may be some slight adjustments in these. In the far right column we have noted the UBC session and term during which students will register in each course. Note that each course has two prefixes and numbers. The Department prefix (EDST) is listed first and the “program area” prefix (ALE) and number is listed second. The courses will be listed by course name on the “**It’s Learning**” web server where you will participate in all the required courses. In the table that follows, the institution responsible for teaching each course is listed directly below the course number.

Course Number	Course Title	Start Date	End Date	UBC Session
EDST/ALE 540A (UBC)	Locating Oneself in Global Learning I	Aug. 13, 2012	Sept. 14, 2012* (Oct. 19, 2012)	Winter 12/13, Term 1
EDST/ALE 541 (LiU)	Adult Learning: Contexts and Perspectives	Oct. 1, 2012	Dec. 7, 2012	Winter 12/13, Term 1
EDST 575 (UBC)	Work and Learning	Jan. 21, 2013	Mar 29, 2013	Winter 13, Term 2
EDST/ALE542 (Mon)	Fostering Learning in Practice	Apr. 15, 2013	Jun. 21, 2013	Summer 13, Term 1
EDST/ALE 544 (UWC)	Global/Local Learning	Aug. 12, 2013	Oct. 18, 2013	Winter 13/14, Term 1
EDST/ALE 543 (rotates)	Understanding Research	Nov. 4, 2013	Jan. 31, 2014 (Break from Dec. 13 - Jan. 6)	Winter 13/14, Term 2
EDST/ALE 540 B (UBC)	Locating Oneself in Global Learning II	Feb. 18, 2014	Mar. 21, 2014* (Apr. 25, 2014)	Winter 14, Term 2

* This date is when the formal tasks laid out by our partner universities will be completed, but UBC students will remain engaged in the course until the date in parentheses to satisfy UBC's requirements for a 3-credit course.

Participating fully in these courses involves completing required readings, signing on to the course website frequently (several times per week), engaging in discussions and other group exercises, and completing course assignments by the deadlines provided in the course outlines. In face-to-face classes it is sometimes possible to be present and to receive a good mark without ever asking a question or making a comment in class. This is not the case with online learning of the kind we hope will occur in this program. So it will be important to not only sign on to the course frequently, but also to respond to the issues being discussed, to raise questions, and to dialogue with fellow students and instructors. In other words, you can't be a "lurker" and expect to be successful in this program. In fact, as a general rule it is important to leave some evidence of your visit to a discussion even if it is no more involved than a one sentence comment. It is important to maintain a frame of mind that any form of participation is better than lurking.

A Word about Elective Courses

This ALGC program requires the completion of 30 credits of coursework, at least 24 of which are at the 500 level (graduate-level at UBC). Of the 30 credits in this program, 21 are required courses, leaving 9 credits of electives. If you wish—and you live near UBC—you can take face-to-face courses offered on campus as electives. If you live near another public university in Western Canada that is party to the Western Dean's Agreement, you can take face-to-face (and some online) courses there and have the credits applied to your program at UBC. The universities that are party to this agreement are:

Athabasca University, University of Alberta, Brandon University, University of British Columbia, University of Calgary, University of Lethbridge, University of Manitoba, University of Northern British Columbia, University of Regina, University of Saskatchewan, Simon Fraser University, University of Victoria.

Another agreement, known as the Graduate Exchange Agreement, offers the same options as the Western Dean's Agreement, but with the University of Toronto, McGill University and the University of Montreal. Note that both these agreements exclude credit courses offered through "distance education or continuing studies" but that exclusion may not be absolute. If a "distance education" course offered by one of these universities looks interesting to you, check directly with the offering department to determine if you can enroll in it under the Western Dean's Agreement or Graduate Exchange Agreement. Students admitted to courses under either of these Agreements receive "tuition waivers" at the host institution, so as long as you are paying regular tuition fees at UBC, enrolling in courses

at these other universities will not cost anything extra. When the course is completed, your marks are then transferred to your UBC transcript. You can find more information about both of these programs on the website of the Faculty of Graduate Studies www.grad.ubc.ca under Students --> Policies and Procedures --> Visiting Students and Exchange Agreements. Forms for applying to take courses under both agreements can be found under Students - Student Forms.

Those who wish to take online electives have several options. There are growing numbers of online senior-undergraduate (300- and 400-level) and graduate courses (500-level) being offered by UBC and so it may be possible to enroll in some of these if you meet any prerequisites. Three courses that are part of our diploma program in adult education are available online: ADHE 327, Teaching Adults, ADHE 329, Developing Short Courses, Workshops and Seminars, and ADHE 412, An Overview of Adult Education. ALGC students will be able to register in one or two of these 3-credit courses as electives. Other similar courses are in the process of being converted to an online format. We have made special arrangements with another relatively new online master's program here at UBC for ALGC students to enrol in (space permitting) up to two 3-credit courses as electives in the ALGC program. This program is known as the Master of Educational Technology (MET) and focuses on the use of technology in various educational settings. Descriptions of the courses available in this program and the schedule of when they will be offered can be found at: <http://met.ubc.ca> . If you wish to enroll in one of these courses as an elective, discuss it first with your advisor.

Another option is to complete one or more Directed Study courses (EDST/ADHE 580) which allow you to work with a faculty member to design an independent study course suited to your personal interests. Arranging to do a 580 involves "discussing" what you want to do with a UBC faculty member who is willing to supervise the project, then preparing a simple proposal and completing a form for the faculty member to review. Once the two of you are happy with the project, our Graduate Program Assistant registers you in the course and you complete the course under the supervision of the faculty member who is responsible for marking the final project and providing you with feedback. The instructions for proposing a directed study and the form to be submitted can be found on our departmental website www.edst.educ.ubc.ca _ under Policies and Forms.

The version of the ALGC program that we offer through UBC is a professional, coursework-only degree that requires neither a thesis nor graduating paper. If your career plans include enrolling in a research-oriented doctoral program, you may wish to use your elective courses to strengthen your knowledge of research methods and to carry out a modest research project that will both demonstrate your abilities as a researcher and provide a document you can submit as part of your doctoral application. If doctoral study is one of your goals, you should discuss with your advisor how to best use your 9-credits of elective courses to strengthen your knowledge in this area.

Course Reading Materials

We are working hard to put as many of the course readings—or links to the readings—as possible on the course website. Because of copyright issues, however, this is not always possible so it may be the case that you will be expected to purchase textbooks or otherwise acquire course materials. We may also provide you by mail with a packet of readings for some of the courses. In such cases, we will ask you to cover the costs of reproducing the materials including any applicable copyright fees. At this time there are no required readings to be done prior to the beginning of the first course in August. Information on the readings for subsequent courses will be provided on the "It's learning" website. As soon as we know that a textbook will be required for a course, we will notify you and provide information on the best ways to obtain it.

Equipment and Web Access

Reliable and regular e-mail and internet access are essential in this program. You should have ready access to a Pentium-class or equivalent computer with a minimum 64MB of RAM, a colour monitor, mouse and printer. Software required includes a word processor; an e-mail program—like Outlook Express, Outlook, or Eudora, as well as Adobe Acrobat Reader (free to download from www.adobe.com) and a recent version of a web browser like Netscape www.netscape.com Internet Explorer www.microsoft.com or Firefox www.mozilla.org . **Please note:** both Google Chrome and Safari

have connection issues with It's Learning. Web access requires a high-speed modem, but preferably a broadband/network connection. If you don't have your own e-mail account, you can arrange for one through UBC. All UBC graduate students are eligible for a free basic account on campus, but this account does have a monthly limit on dial-in time. If you have a broadband connection this is not an issue. But you can also purchase additional dial-in time if you wish. Details on setting up e-mail accounts can be found at www.interchange.ubc.ca Select "UBC Students."

You should be experienced using Windows or another operating system to produce text documents; to cut, paste and save text material; and to access and download materials from the web.

We also strongly recommend that you install a good virus checker and keep the virus definition files updated. You will be sending and receiving many messages and visiting many websites, so "safe computing" is important if you wish to avoid time consuming virus removal and recovery operations. It is also regarded as quite bad manners (in every culture) to pass viruses on to your fellow students and instructors!

Completing a Program of Graduate Studies Worksheet

All of our graduate students are expected to have a completed program of studies worksheet on file. This one-page form summarizes your contact information, the contact information of your pro tem advisor, and lists the required courses in the program (with space to insert elective courses). You can download this form from the Policies and Forms section of our departmental website www.edst.educ.ubc.ca, complete the upper portion, then send it as an email attachment (or fax it if you prefer) to your pro tem advisor. Your advisor will complete the form, sign it, send you a copy and ask our Graduate Program Assistant to put the original in your file. Don't worry at this early stage if you don't know yet which elective courses you will take. This section can be left blank for now.

Registering for Courses

Once you are accepted into the ALGC program, you will register for courses online through the Student Service Centre (SSC) www.students.ubc.ca You can also check the status of your tuition account and view grades on this system. In order to access the Student Service Centre, however, you will need to set up your Campus-Wide Login (CWL). This provides you with an ID and password that you can use to access the SSC along with other secure electronic services on campus including the Web-based e-mail system <http://my.ubc.ca> To create a CWL account, visit www.cwl.ubc.ca. Click on Sign up for a CWL Account in the top centre part of the window and follow the onscreen instructions. Once you have created your CWL you can return to the SSC www.students.ubc.ca/ssc to register for courses.

Please note that being registered through the UBC Student Service Centre is different from being registered on the "It's learning" website at LiU. It is your responsibility to make sure you are registered in the appropriate courses on the UBC Student Service Centre, but our responsibility that you are registered on the "it's learning" website. So, if you have any problems accessing the "it's learning" website, or getting access to a specific course please contact us directly and we will sort it out.

No later than two weeks before the first course begins, you will receive from us a username and password for the "It's learning" website. We encourage you to sign on to the site as soon as you receive this information and become familiar with its layout and features. About a week before the course officially begins, you should receive a welcoming message from Dr. Garnet Grosjean of UBC who will be the instructor for the first course. There will also be a UBC "local tutor" for this first course, who will work directly with UBC students to help solve any technical or access problems and guide you through the various stages of the course. The UBC tutor will also be working with you from September 16 to October 21, in order to fulfill UBC's expectations for a 3-credit course, so you will continue to work with this tutor after non-UBC students from our partner universities have "left" the course.

Paying Tuition and Fees

The current (2012/13) tuition for this program is approximately \$7,200 CAD per year for two years. Tuition is paid in three installments of \$2,400 (September, January and May¹), for a minimum of two years (six installments). Please be sure to check the UBC Calendar at: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=14,266,773,1450#18018> for current tuition fees. Additional fees may be required by the University and can be found in the University Calendar, available on the Student Services website: <http://students.ubc.ca>. Students in the ALGC program have been exempted from paying most fees administered by the Alma Mater Society. These include the following: U-Pass Fee, Alma Mater Society Fees, Athletics and Intramurals, AMS Extended Health and Dental Plan, Sexual Assault Support, AMS Services, Student Aid Bursary Fund and Student Legal Fund. You may be subject to an Athletics and Recreation fee, Capital Improvement Fund fee, Graduate Student Society fee and Ubyssy (UBC's student newspaper) fee.

Please Note: the deadline for paying your first tuition installment is Wednesday, September 5, 2012; the second installment is due Wednesday, January 9, 2013; and the third installment is due Wednesday, May 8, 2012. Please check the UBC Calendar to ensure that these dates remain current.

Joining the Cohort

This is a cohort program which means that all those admitted to begin the program through all partner universities will be taking courses together and completing requirements more or less at the same time. When you sign on to the first course, you will be enrolled with students from other parts of the world and will work collaboratively with them on various course projects and assignments. Because students will come from many different cultures, it is important to be sensitive to differences in styles of communication, use of language, working styles, expectations, sense of time and so on. Part of our job is to work with you and the other students to learn from these differences and to not let them get in the way of the learning experience. It is particularly important to remember that some students will be from places that lack the resources we have available to us in North America and who must overcome substantial financial, technological and other barriers to be involved in the program. So sensitivity to these issues will be very important as the cohort takes shape and we learn about the unique perspectives, experiences and personalities that will come together in this program.

You are no doubt wondering who else will be in your cohort. So that you get a chance to learn a bit more about others in your cohort, part of the first course involves each student setting up a personal web page on the **"it's learning"** site with a photo and some text with background information. So if you don't have a recent photo in digital form, have someone snap a photo of you and have it scanned and ready to post to the course website.

Grading in the Program

Two of our partner universities (LiU and Mon) use a pass/fail system, while two (UWC and UBC) use graded systems. As you might expect, it was a challenge to arrive at a consistent way of grading students when instructors come from such varied cultural contexts. In the ALGC program, we ask all instructors to use a grading system developed for use in the European Community. It is known as the European Credit Transfer System (ECTS) and uses both "textual" and "letter grade" reference points for grading. We have decided to use only the "textual" reference points from this system because the letter grades do not easily translate into the systems used by UWC and UBC. In your courses you should receive feedback on all your graded assignments using the textual marks listed below. At the end of the course, your instructor will determine a final mark using these same textual reference points and will enter your mark in the **"It's learning"** gradebook. UBC is then notified that your ECTS textual mark is posted and we then "translate" it into UBC's system for grading graduate students and post it to the UBC Student Service Centre. In the table below you will see how the ECTS system is translated into a percentage and letter grade at UBC. Your UBC transcript will contain only the UBC percentage and letter grade.

¹ Please note: UBC increases tuition fees in May of each year (currently by 2% per year). Be sure to check the UBC Calendar for updates on tuition fees: <http://www.students.ubc.ca/calendar/index.cfm?tree=14,270,807,901>

ECTS Textual Marks	UBC Percentage Equivalent	UBC Letter Grade Equivalent
Excellent	90%	A+
Very Good	85%	A
Good	76%	B+
Satisfactory	68%	B
Sufficient	62%	C
Fail	55%	F

Note that UBC regards any grade below a 60% to be a “fail” in a graduate program. That’s why there is no grade between a C and an F. Following are brief explanations of what each the ECTS textual marks represent:

Excellent	Outstanding performance with only minor shortcomings
Very good	Above the average standard, but with some shortcomings
Good	Generally sound work with a number of notable shortcomings
Satisfactory	Fair, but with significant shortcomings
Sufficient	Performance meets minimum criteria
Fail	Additional work required before credit can be awarded

Contacts at UBC

There are several people at UBC who you may wish to contact depending on the question, problem, or issue you have. Dr. Garnet Grosjean is the UBC coordinator of the ALGC program, and the International Coordinator of the ICM/ALGC program. He will deal largely with administrative issues that come up during the program and represents UBC at meetings of the ALGC Management Committee made up of representatives from all four partner universities. He can be reached by email at garnet.grosjean@ubc.ca or by phone at (604) 822-4553.

Once you accept your offer of admission, your pro tem advisor will be identified and contact information provided. This is the person you should contact about academic matters including discussing your choices of electives.

Another person you should know about is Christine Adam, the department’s Graduate Program Assistant. Christine can help solve many registration and other problems related to your status as a graduate student. She can be reached by e-mail at: Graduate Secretary EDST grad.edst@ubc.ca and by phone at 604-822-6647.

You can reach any of us by mail and fax as follows: Department of Educational Studies, Faculty of Education, 2125 Main Mall, Vancouver, BC V6T 1Z4. Fax: 604-822-4244.

Final Thoughts

We are very pleased that you are interested in joining us for this adventure in global learning. Please let us know if there is information about the program that is not provided in this brief introduction. We’ll do our best to respond in a timely fashion. Thank you once again for your interest in this exciting program.