

# **Guidelines for the Master's Degree Program**

## **2023–2025**

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**Department of  
Agricultural and Extension Education**



# Department of Agricultural and Extension Education

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## FORWARD

Welcome to the Department of Agricultural and Extension Education at New Mexico State University! We are pleased with your interest in our program and look forward to talking with you about your long-term goals. Our department is student-centered, committed to program excellence and has a rich tradition in graduate education. Faculty members provide leadership for program options in teacher education; Extension staff development and training; preparation of professional educators in business, industry, and government agencies; international development; communications and mechanization and systems technology. Each student's academic program is individually tailored to meet specific educational goals and objectives under the guidance of the student's advisor and graduate committee.

This handbook includes information specific to the AXED graduate program and is designed to supplement information contained in the NMSU Graduate Catalog (<http://gradschool.nmsu.edu>). Additional questions and concerns can be addressed through individual interviews with faculty members in the department.

We invite you to explore the contents of this manual and to contact a faculty member if you have additional questions regarding the graduate program in Agricultural and Extension Education.



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## **DEPARTMENT MISSION STATEMENT**

Preparing and supporting educators and leaders in agriculture to improve the economic well-being and quality of life of all stakeholders.

## **DEGREE DESIGNATION**

Master of Arts, Agricultural and Extension Education (NMSU-Main Campus)

Master of Arts, Agricultural and Extension Education (NMSU-Global Campus)

Master of Arts, Agricultural Strategic Communications (NMSU-Global Campus)

## **PROGRAM PHILOSOPHY**

The Department of Agricultural and Extension Education encompasses the study of behavioral and applied sciences, and leadership and management principles as they apply to the broad-based fields of agriculture. Among the major purposes of agricultural, extension, communication, and technology education are the application of knowledge, skills, and attitudes (dispositions) learned (in several different disciplines) to education, extension, and agricultural and technological problems. The principles of teaching and learning as lifelong processes are utilized to educate for roles beyond those of agriculturist and/or educator. The dissemination and application of the knowledge base by a variety of clientele is given specific attention.

The programs of the department go beyond normal knowledge, skill, and attitude development in agricultural, extension, and technology education by developing understanding of: 1) the significance of agriculture and technology in a global society through the application of scientific and business principles and problem-solving strategies; and 2) the interdependence and close relationships between agricultural industries and other significant businesses interwoven with the social and economic structure of the community, state, nation and world. The programs place emphasis on food and fiber systems; family systems; environmental issues; economic development issues; technological systems; and the development of the individual, communities, organizations, and organizational networks.

The study of agricultural, extension, communications, technology education, and community development focuses on the needs of both individuals and groups. Curricula that develop individually satisfying and socially responsible knowledge, skills, and attitudes are offered, utilizing proven formal, non-formal, informal, and self-directed instructional methods including experiential learning, problem solving, and cooperative learning.

Agricultural, extension, communications and technology education focuses on, but is not limited to, the preparation of educators, Extension personnel, and communicators to assess needs and to plan, administer, and evaluate educational programs in the areas of agricultural products and processing; forestry; horticulture, environmental concerns, conservation and natural resources; engineering, mechanization, technology and technological systems; supply and service, economics, marketing, communications and business development; production of food and fiber; and leadership and personal development. The department recognizes that our global society is changing rapidly and

significantly, and the reassessment of program goals and objectives must be continuous. To this end, the department is characterized by flexibility and adaptability to assist students and others in coping intelligently with a dynamic educational setting.

Students cannot foresee the exact competencies that will be needed to respond to future demands, but they can be assisted in the development of knowledge, skills, and attitudes that will meet future challenges with creativity and vision. It is to this end that the department structures its curricula and program delivery strategies. Such a focus recognizes the value of and relies heavily on experience as the context in which knowledge, skills, and attitudes are learned. Agricultural, extension, communications, and technology education have relevance to a general audience (K -Adult) and is oriented to providing life-long learning opportunities in and about agriculture and technology to everyone interested in the collective role of the industry. Both international and domestic dimensions are fulfilled through collaborative efforts between the department, clientele, and affiliated stakeholders including business, industry, and governmental agencies; agricultural and farmer organizations; community groups; public schools, community colleges, and universities; and other centers and units organized to deal with the contemporary complexity of agricultural, extension, and technology education.

## **COMMITMENT TO DIVERSITY**

New Mexico State University (NMSU) and the Department of Agricultural and Extension Education is dedicated to non-discrimination and equal opportunity in education and employment in compliance with state and federal laws that prohibit discrimination based on race, color, national origin, ethnicity, gender, gender identity, sexual orientation, spousal affiliation, physical or mental disability, serious medical condition, or veteran status. NMSU's dedication to non-discrimination extends to recruitment, admissions, education, scholarships and other tuition assistance, social and recreational programs, hiring, promotion, training, and other employee actions such as work assignments, compensation, benefits, transfers, layoffs, and terminations. Additionally, NMSU's mandated affirmative action plan is evidence of our dedication to excellence in everything we attempt to accomplish. For additional information, please, contact the NMSU Institutional Equity Office located in the O'Loughlin House. The phone number is (575) 646-3635.

## **ADMISSION TO THE PROGRAM**

### **Admission Requirements**

To be admitted to the graduate program in Agricultural and Extension Education, the student must have a baccalaureate degree from an accredited college or university with an academic record that clearly demonstrates ability to pursue graduate studies in this field. Generally, applicants will not be admitted to the program unless they have a 3.0 (out of a possible 4.0) cumulative point-hour ratio for all previous academic work, though the records of potential students will not be examined strictly from an academic perspective. Students with a GPA of 2.5-2.99 may be considered for admission on a provisional status (see page 10).

### **International Students**

ISS (International Student Services) is responsible for coordinating the application and admissions process for all international applicants, overseeing international students' maintaining their legal

status as foreign students in the United States, and coordinating outreach programs which benefit our campus and local community. International students must apply for admission through ISS by completing the “International Application for Admissions” form.. You can request an application or information from ISS at the following address: International Student Services, MSC 3567, New Mexico State University, P.O. Box 30001, Las Cruces, NM 88003-8001, USA. The phone number is (575) 646-2017 and the fax number is (575) 646-1517. The e-mail address is [ias@nmsu.edu](mailto:ias@nmsu.edu). These materials are also available online at <https://iss.nmsu.edu/>

### **Master’s Accelerated Program Process**

New Mexico State University Master’s Accelerated Program provides the opportunity for academically qualified undergraduate students to begin working on a master’s degree during their junior and senior years while completing a bachelor’s degree.

Undergraduate students may apply for acceptance to a Master’s Accelerated Program available at New Mexico State University after completing 60 semester hours of undergraduate coursework of which a minimum of 25 semester credit hours must be completed at New Mexico State University and apply toward the undergraduate major. The grade point average must be at a minimum of 3.0; departments participating in the master’s accelerated program may have requirements that exceed these minimum standards.

Final admission and acceptance into the graduate program are based on academic performance at the undergraduate level and completion of the eligible undergraduate degree. In addition, applicants to the Master’s Accelerated Program must meet all other requirements as specified by the accelerated program. Acceptance into the MAP does not guarantee acceptance into the AXED graduate program.

### **Admission Process and Materials**

The AXED Graduate Studies Committee reviews each application and decides whom to admit into the master's program. Master's degree students are admitted each semester.

The committee will consider only those applicants from whom all admission materials have been received. It is the applicant's responsibility to ensure that all materials are received to meet graduate school and departmental requirements. Each prospective student should have an application form and transcripts on file with Graduate Student Services approximately four months in advance of the desired enrollment date to ensure timely consideration of the application. Failure to observe this deadline may delay action until the following semester. Applicants can expedite the process by doing the following:

1. **Graduate School Application:** On your Graduate School Application, select the Department of Agricultural and Extension Education as your department of interest. Your completed application (must be submitted online at <http://prospective.nmsu.edu/graduate/apply/index.html>) and official transcripts from all institutions of higher education previously attended should be sent to:

Graduate Student Services  
New Mexico State University  
PO Box 30001, MSC 3G  
Las Cruces, New Mexico 88003-8001  
Phone: (575) 646-2736



If your current/previous university is an eScrip-Safe® Network member, the fastest way to submit your transcripts is electronically via the eScrip-Safe format. To do so, order through your current/previous university registrar's office.

2. **Departmental Requirements:** The Department of Agricultural and Extension Education requires the following items for admission:

- a. Letter of Application: the two-page letter of application should clearly identify your professional and career goals as well as reasons for pursuing graduate school and a master's degree in Agricultural and Extension Education. The letter should be typed and double-spaced.
- b. Letters of recommendation: you should request three (3) letters of reference from individuals who know you well enough to comment on your professional skills and abilities as well as your ability to complete graduate-level academic coursework. Letters of reference must be obtained from individuals outside of the AXED department. Standard recommendation forms are available from the department, but references can submit or attach a personal letter.

All materials requested by the Department of Agricultural and Extension Education must be submitted online with your application.

- c. Personal Interview: upon receipt of all application materials, a personal interview may be required at the discretion of the Graduate Studies Committee and/or the department head.

All information is considered in its totality in the admissions process. Each applicant is considered in terms of whether it appears he or she will be able to successfully complete the program and contribute to Agricultural and Extension Education.

### **Transfer of Credits**

A student may transfer graduate credits taken at NMSU as well as graduate credits from another university to New Mexico State University, provided the credits were earned from an accredited institution **and the student was admitted as a graduate student at that institution**. Transferred coursework (grades and hours) is maintained separately from NMSU coursework.

Students desiring to transfer graduate credits should submit a letter to the AXED department head requesting the transfer of credit, the course syllabi, and a transfer of credit form by the end of the first semester of enrollment. The AXED department has the responsibility to accept or reject any number of transferred credits based on such elements as whether the work fits into a logical program for a degree, if grades of A or B have been earned in the courses proposed for transfer, and any other elements it deems relevant. Credit granted for work done at another institution is tentative until proved by satisfactory work in residence, and the AXED department may also require work to be validated by examination. At the master's level, students must take at least 50 percent of the coursework required for the degree from faculty of New Mexico State University to meet the residency requirements for their degree. Transfer credits must meet the same time-limit requirements (seven years) as graduate classes at accredited universities. Coursework taken elsewhere after initiation of Graduate School at NMSU must have prior approval of the AXED department head and

the dean of the Graduate School if such work is to be transferred. Such coursework must also be taken as a graduate student at that institution. All requirements as to accreditation, level, grades, and other elements described for initial transfer work will apply.

“Request for Transfer of Credit” forms are available in the Graduate School office and on the Web at <https://gradschool.nmsu.edu/graduate-forms/>

Non-degree students who have been advised by an AXED faculty member and are applying for admission to graduate school need only submit the transfer of credit form if accepted into the department.

### **Status of Admission**

AXED graduate students may be admitted on a regular or provisional basis. A **regular student** is defined as a student working toward an advanced degree whose scholastic record is satisfactory. This includes: (a) a beginning graduate student who has either an overall 3.0 grade average or a grade average of 3.0 in the last half of undergraduate work; (b) a continuing graduate student who maintains at least a 3.0 average in graduate courses; and (c) a beginning international graduate student who has an overall 3.0 grade-point average or continues to make a 3.0 grade-point average (or its equivalent), a bachelor's or master's degree from an approved institution, and no English language deficiencies.

**Provisional students** are individuals seeking an advanced degree whose scholastic record is not entirely satisfactory. Provisional students are classified as: (a) a continuing graduate student whose cumulative grade-point average at the end of any semester is less than 3.0; (b) a beginning graduate student who does not have an overall 3.0 grade point average or 3.0 in the last half of undergraduate work, but does have at least a 2.5; (c) a beginning graduate student so designated by the admitting department because of an excess of deficiencies; and (d) a beginning graduate student who has qualified for admission by taking nine graded graduate hours as a non-degree student. Provisional students must complete the first three courses (totaling at least 8 credits) of graded graduate work with an average of at least 3.0. A provisional student who does not meet the 3.0 grade-point average may be subject to dismissal.

**Non-degree students below the provisional status requirement** will be enrolled through the College of Agricultural, Consumer and Environmental Sciences. To be eligible for consideration for admission into the AXED graduate program by the departmental Graduate Studies Committee, you must register for and pass AXED 5510 – Research Methods, with a grade of B or higher and complete the requirements of the Graduate School. An interview with the Committee may also be convened as part of the admission review process.

**Post baccalaureate non-degree program students** wishing to take courses in Agricultural and Extension Education will be advised as needed. However, these students will be recognized as courtesy students and not as members of the graduate or undergraduate programs in Agricultural and Extension Education. They are encouraged to apply to the graduate program as soon as possible and should realize they can transfer a maximum of nine approved graduate credits taken as a non-degree student into a graduate program. Under no circumstances will non-degree program students wishing to make up coursework deficiencies for teacher licensure in agricultural education or technology education be allowed to student teach. They must be admitted to the graduate program to student teach. Licensure deficiencies will depend on courses previously taken by the student and will be

determined by a faculty member in Agricultural and Extension Education upon review of all transcripts. Non-degree program students applying to the graduate program must meet the requirements for admission outlined earlier.

## **POLICIES AND PROCEDURES**

### **Graduate Advisor**

Each student admitted into the master's program will be assigned a faculty member who will serve as the program advisor. Students may change their advisor. To change an advisor, the student should approach the graduate faculty member he or she desires to be the advisor and ask them to fulfill the advising function. As a courtesy, the student should inform the faculty member previously assigned as his/her advisor. A 'Change of Advisor' form must be submitted to the Graduate School. In addition, the student should notify the department head so that records can be updated and advising loads for faculty members can be kept balanced.

The student's advisor and graduate committee approve the program of study. The advisor also assists the student in coordinating the candidacy meeting and master's examination, as described later. Although it is not a requirement, it usually is a benefit to the student to have the same faculty member perform academic, thesis/creative component, and assistantship advising and supervision.

### **Graduate Committee**

The role of the graduate committee is to approve the student's program of study, approve a thesis or creative component project proposal and to conduct the final examination. The master's degree committee will consist of a minimum of three faculty members holding at least master's degrees. The committee chair and one other committee member must be faculty members affiliated with the AXED Department. A third person on the committee must serve as the dean's representative and must be a member of another academic department. If the student has a minor area of study then either the dean's representative or a fourth committee member must come from the minor department. If no minor is declared, the dean's representative may come from a related area or be appointed by the Graduate School.

*The committee chair and the dean's representative must be members of the graduate faculty (please refer to "Guidelines for Graduate Faculty Appointments").*

### **Candidacy Meeting**

The admission of a student to the Graduate School does not imply admission to candidacy for an advanced degree. The major department in which the student intends to become a candidate for a master's degree must be satisfied as to the student's sound basic training and the ability to pursue studies at the graduate level. Upon satisfactory completion of 12 credits of graduate work in residence, the AXED Department requires the student to hold a candidacy meeting. During the candidacy meeting, the student and the student's graduate committee agree upon the student's final program of study (POS). Following this meeting, an application which formally summarizes the student's POS must be filed with the Graduate School. The candidacy meeting for thesis option students is often called a proposal meeting because the research proposal is also discussed for approval. For non-thesis option students, the proposal for the Creative Component will also be discussed for approval at the candidacy meeting. All proposals should be submitted to graduate committee members at least one week prior to the candidacy meeting.

### **Change in Program Sequence**

Once a POS form has been filed with the Graduate School, any changes made in the program must be made in writing and submitted to the Graduate School for approval.

### **AXED Graduate Student Progress Reports**

All graduate students who are admitted to the AXED department are encouraged to complete a progress report with your advisor/chair each semester.

### **Final Examination**

Candidates must take a final examination in accordance with the schedule provided by the Graduate School. At least two weeks prior to the examination the AXED department will submit the scheduling forms to the Graduate School.

An oral examination of no more than two hours in length will be conducted by the student's graduate committee. As mentioned above, this committee consists of at least three members, two from the Department of Agricultural and Extension Education, and one appointed by the dean of the Graduate School.

At the time of final examination, a graduate student must have an NMSU cumulative graduate grade-point average of at least 3.0 and must be enrolled in the final semester, or, if the student is writing a thesis, he or she must have completed all coursework for the master's degree. If the student has completed all credits for the degree but not completed the oral exam, the student may pay the examination fee (equivalent to one credit) for the final semester.

Any candidate who fails in the final examination may: 1) upon recommendation of the advisor and approval of the graduate dean, be granted a second examination after a lapse of at least one semester (or 16 weeks) or, 2) be excluded from further candidacy for the degree. Failure in the second examination disqualifies a candidate from obtaining the degree.

### **Time Requirements**

The graduate program leading to the master's degree must be completed within seven years (or eight successive summers) including completion of the master's thesis or creative component project. Any coursework more than seven years old at the time of the final examination will not be included in the program.

### **Leave of Absence/Continuous Enrollment**

Students working on advanced degrees who plan an interruption in studies for a calendar year should address a request for leave of absence through their department head, alerting the dean of the Graduate School. The request should include the beginning date and the anticipated ending date for the period of absence. A graduate student on leave of absence will be expected not to use university facilities and place no demands upon the university faculty and staff, and therefore, will pay no fees. Time spent in leave-of-absence status will not be counted toward time limits.

### **Returning Students**

A graduate student who fails to register for one calendar year without obtaining a leave of absence from the Graduate School will be considered withdrawn from the university and will be required to make formal application for readmission. Applications should be submitted to Graduate Student

Services at least 30 days before the opening of the semester or summer session for which the student plans to enroll.

A student who has attended other institutions during an absence must have official transcripts forwarded directly to the Graduate Student Services by the registrar of each institution and must be eligible to return to the college or university last attended. Transcripts must be received prior to the date of registration. Admission status at the time of readmission will normally be determined by previous NMSU academic standing. However, academic performance at other institutions attended during the applicant's absence from NMSU may be taken into consideration in determining the student's admission status.

### **Grade Policy**

In most of the courses at New Mexico State University, grades of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F are assigned. Certain research project courses or independent study courses, which are numbered 5998 and 5994, and thesis research, which is numbered 5999, receive grades of "S" (Satisfactory) or "U" (Unsatisfactory) instead of letter grades. No more than six total credits of S/U courses are permitted on the master's degree. Students are limited to one S/U course per semester and any courses receiving a U grade cannot be used in the student's program.

Students are required to maintain an average of 3.0 (where A+ = 4.0, A = 4.0, A- = 3.7; B+ = 3.3, B = 3.0, B- = 2.7; C+ = 2.3, C = 2.0, C- = 2.0; and D+ = 1.0, D = 1.0, D- = 1.0). For purposes of this computation, the grades (and the associated hours) of "S" or "U" are ignored. However, hours earned in these classes are counted in the hours necessary for the degree. A student who fails to maintain at least a 3.0 average on work taken for graduate credit is placed on probation. If at the end of the probationary period the grade point average is still below 3.0, the student may be denied further registration in the program, may be dismissed, or may be continued on probation depending upon the seriousness of the grade deficit and the progress made during the probationary period.

The grade of "I" (incomplete) is given for work that was passing but which could not be completed due to circumstances beyond the student's control. In no case will an "I" be assigned by a faculty member for work that is marginal or failing. For an "I" to be removed, the student may, 1) re-enroll in the course, or 2) complete the work in a manner that is acceptable to the instructor. An "I" grade not made up within one calendar year remains on the student's permanent record.

## **DEGREE REQUIREMENTS**

**Plan Options:** *Students pursuing a Master's in AXED may elect either Plan A or Plan B.*

Plan A (Thesis Option): Under Plan A, the student is required to complete 30 credit hours, including coursework and a thesis. Only 4–6 credits of thesis may be counted toward the requirements for a master's degree. The thesis is to be developed for a problem selected by the student with the approval of the faculty advisor and graduate committee. Students desiring to complete a thesis must pass Research Methods (AXED 5510 or equivalent) with a grade of "B" or higher and find a faculty member willing to advise the research and thesis writing. Students must also comply with university requirements for human subjects in research.

The thesis itself and an oral master's examination (which may not be limited to a defense of the thesis) must be approved by members of the student's graduate committee prior to graduation.

Students thinking about undertaking research and writing a thesis should begin early in their program to develop potential projects. The most recent edition of the style manual for the American Psychological Association (APA) will be followed.

**Plan B (Creative Component Option):** Under Plan B the student is required to complete 30 hours of coursework. A thesis is not required under this plan, but students are expected to complete 3-4 credits of creative component (AXED 5994) developing a project related to an area of professional interest. Creative components must be approved by the student's faculty advisor and graduate committee following the guidelines outlined for AXED 5994 (see Appendix E). If a student is funded by the department they will be expected to have a project that is research based and produce a research poster or article.

### **Curriculum Requirements**

With the help of the student advisor, each student is expected to design a coherent academic program appropriate for his or her career objectives. At least 50% of all degree credits must be from the student's home department. Each student's program must fulfill the following requirements:

1. **Core Courses:** Sixteen (16) hours of graduate credit from among the courses listed in the back of the handbook, and must include the following:
  - a. AXED 5510 Research Methods  
AXED 5110 Management of Change, Diffusion, and Adoption of Innovations  
AXED 5993 Workshop (1 credit)
  - b. AXED 5994 Creative Component (3-4 credits) for non-thesis students  
or  
AXED 5999 Master's Thesis (4-6 credits) for thesis students
  - c. Completion of one statistics course listed below:  
AXED 5515 Data Collection and Analysis  
Graduate statistics classes from other departments (e.g., A ST 505, etc. ) may be substituted with approval of the advisor and graduate committee.
2. **Electives:** Other AXED courses or courses in related areas must be completed to fulfill the following:
  - a. Plan A (thesis) – total of 30 hours
  - b. Plan B (non-thesis) – total of 30 hours

AXED courses that are not used to fulfill the core course requirement may be used as electives. Students should select electives based on: (a) their interests; (b) the relevance of the course to their program of study; (c) making up undergraduate deficiencies with graduate courses; (d) it is part of an approved minor area of study; and (e) achieving balance in the program.

3. **Course requirement.** Students must take at least five regular graduate courses (totaling at least 15 credits) in their program of study. Courses not counted for this requirement are special studies (i.e., creative components, independent studies, internships, special

topics that are of an independent nature, thesis, etc.), seminar, or short courses/workshops.

### **Numbering of Courses**

Courses numbered 5000 and above carry graduate credit only and are restricted to graduate students. Courses at the 4500-4999 level are designed for seniors and graduate students. A graduate student who is registered in a 4500-4999 level course may be required to complete a certain amount of work in addition to that required of undergraduates in these courses. Graduate students may take up to nine credits numbered 4500-4999 and count them in their graduate degree are allowed.

### **Course Load**

The maximum that a graduate student may take in any regular semester is fifteen (15) credits and six (6) credits during a summer session. Graduate students should take into consideration any outside workload and commitments in planning their course load. Graduate students on assistantships must be enrolled for not less than nine (9) graduate credit hours, or more than twelve (12) credit hours (with at least nine at graduate level) per semester, or six (6) credit hours during summer sessions. International students are required to enroll in nine (9) or more credit hours. They may be allowed to enroll for the number of credit hours required to complete their degree in the semester they apply for graduation. Those who have only thesis work to complete, or who do not complete the requirements for graduation in the semester in which they first applied, must register for a minimum of one (1) credit of thesis work, or three (3) credits of coursework each regular semester up to graduation.

### **Short Courses and Institutes**

Short courses and institutes are conducted on the campus each summer and during the academic year. Courses numbered 4500 and above have been approved to carry graduate credit for students regularly enrolled in the Graduate School. Registration is required to receive graduate credit for these courses. Concurrent enrollment of graduate students in regular and short courses is allowed provided that the combined credits do not exceed 15 in a fall or spring semester. All short courses carrying one semester credit will be graded on an S/U basis, and these S/U credits will be counted toward the student's limit of S/U credits.

### **Credit Maximums**

Students working on a project focused on a specific topic may not receive more than six credits related to that project toward their degree from any combination of the following classes: AXED 4997 – Independent Study, AXED 5235 – Directed Experience in Extension or Industry, AXED 5996 – Special Topics, AXED 5998 – Internship, AXED 5994 - Creative Component, or AXED 5999 – Thesis, unless approved by the graduate committee.

Students who are enrolled in NMSU-Main Campus can take Global Campus classes, but courses from their primary campus needs to account for more than 51% of their course load in a semester. Vice versa, students enrolled in NMSU-Global Campus can take Main Campus classes, but they must be enrolled in 51% of Global Campus courses in a semester.

No more than seven (7) credits for short courses, workshops or conferences can be applied toward the degree, and only a total of 6 credits graded S/U can be applied toward a degree.

### **Online/Distance Courses (for NMSU-Main Campus Students)**

The AXED Department strives to offer at least two courses each semester in an online/distance format. Class format varies from classes offered in four weekend sessions to classes offered 100% online. The distance format provides the opportunity for students living off campus and working full-time to complete our master's degree. See your advisor for a long-term schedule of AXED online/distance education courses.

### **Minor Areas of Study**

A candidate for a master's degree must select a major and may select up to two minor areas of study. A minor consists of a minimum of nine credits of coursework in another department. These hours must be approved by the department head in the minor area of study to be claimed as a minor and by the student's graduate committee to be included in the program of studies. Upon request of the student, advisor, minor department head, and graduate dean, a minor may be recorded by the registrar on the permanent record of students seeking an advanced degree. A member of the graduate faculty from the department offering the minor will be on the graduate committee.

AXED Minor: A graduate student who wishes to minor in AXED, while majoring in another academic program, should select an advisor from the AXED Graduate Faculty. A student minoring in AXED must complete at least nine credit hours of approved courses in the AXED department. A copy of the minor program must be approved by the AXED department head.

The Department of Agricultural and Extension Education encompasses the study of behavioral and applied sciences, and leadership and management principles as they apply to the broad-based fields of agriculture. Among the major purposes of agricultural, extension, communication, and technology education are the application of knowledge, skills, and attitudes (dispositions) learned (in several

## **GRADUATION**

To be eligible for graduation, students must apply for graduation early in the semester they expect to graduate. Normally, students are registered and fulfill the requirements for the degree during the semester in which graduation is expected. However, in those instances where this is not the case, registration for one credit hour or payment of an examination fee (the equivalent of one credit hour of tuition) during the graduation semester is required by the Graduate School.

## **FINANCIAL SUPPORT**

### **Graduate Assistantships**

A limited number of Graduate Assistantships are available in the Department of Agricultural and Extension Education (depending upon budget approval). These assistantships require 10-20 hours of service per week. Salaries are based on a rate determined by the University for graduate assistants. Assistantships are typically awarded for a two-semester period with the possibility of additional semesters of support. Experience in teaching, extension, and/or other professional education positions is highly recommended to be considered for graduate teaching assistantships.



### **Scholarships, Fellowships and Other Sources of Financial Aid**

The AXED Department and the College of Agricultural, Consumer and Environmental Sciences both have some scholarship opportunities available to graduate students. Selection is competitive and priority is given to students who apply prior to March 1 of each year. The application is completed online and is available at <https://scholarships.nmsu.edu/>

The Graduate School at NMSU offers several different assistantship/fellowship/award opportunities to newly admitted graduate students. Selection is competitive. Students should contact the Graduate School for more information on fellowships, special assistantships, funding for graduate research, and scholarships. Information is also available online at <https://gradschool.nmsu.edu/>

The university administers an extensive program of loans and part-time employment. Information may be obtained by contacting the Office of Student Financial Aid and Scholarship Services at

P.O. Box 30001, MSC 5100  
Las Cruces, NM 88003-8001  
Local 575-646-4105/Toll Free 877-278-8586/  
Scholarships 575-646-4597/Fax 575-646-7381  
[financialaid@nmsu.edu](mailto:financialaid@nmsu.edu)  
<https://fa.nmsu.edu/>

### **COLLECTIVE BARGAINING AGREEMENT**

The Regents of New Mexico State University, hereinafter referred to as the “University” and the United Electrical, Radio and Machine Workers of America, hereinafter referred to as the “Union,” A entered into a Collective Bargaining Agreement (CBA). The University hereby recognizes the Union as the sole and exclusive representative of full-time and part-time graduate students holding an assistantship engaged in instruction and/or research at the University’s campuses at Las Cruces, Alamogordo, Dona Ana, and Grants in the following positions: Graduate Teaching Assistants – “Teaching Assistant”, Graduate Research Assistants – “Research Assistant”, Graduate Assistants – Other – “Grad Asst-Other”, Graduate Assistant Research Fellow – “Grad Asst Fellow”, and Research Assistant PSL – “Research Asst-PSL”.

For more information, visit

<https://gradschool.nmsu.edu/ga-and-union/collective-bargaining-agreement.html>

## HOUSING

Residence hall rooms are available to students in five separate residential areas. Student family housing is also available for students who are married and/or have dependents living with them. For more information contact:

NMSU Department of Housing and Residential Life  
MSC 3BB, P.O. Box 30001  
Las Cruces, NM 88003-8001  
Phone: 575 646-3202 Fax: 575 646-7811  
[housing@nmsu.edu](mailto:housing@nmsu.edu)  
<https://housing.nmsu.edu/>

In addition to university facilities, it is usually possible to rent suitable privately-owned apartments, rooms, or homes a short distance from the campus. As is true in most university locations, students should make such arrangements as far in advance as possible because the demand for housing is very high prior to the beginning of each semester.

## ETHICAL CONSIDERATIONS

### **New Mexico State Sexual Harassment Policy**

It is the policy of New Mexico State University to provide an atmosphere free of sexual harassment for all faculty, staff, students, and visitors. According to the U.S. Equal Employment Opportunity Commission and the U.S. Office for Civil Rights, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic progress; (2) students' educational pursuits are adversely impacted; (3) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; (4) such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or creates an intimidating, hostile, or offensive working or learning environment. Harassing conduct based on gender often is sexual in nature, but sometimes it is not. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or different gender. Common forms of harassment include offensive or abusive physical contact, joking, lewd language, suggesting sexual favors, displaying sexually suggestive objects, pictures, magazines, calendars, etc.

*Hostile Work/Academic Environment:* A student or employee may file a claim based on sexually offensive conduct that is sufficiently severe and/or pervasive to create a hostile work or academic environment. A hostile work or academic environment based on unwelcome attention, leers, or remarks of a sexual nature may also be grounds for sexual harassment. The university extends this protection to students in the classroom or in any academic-related setting. Hostile environment harassment based on discrimination should be referred to the Institutional Equity/EEO Director. Non-discriminatory hostile environment issues are regarded as management matters under the purview of the appropriate administrator.

*Retaliation:* Any university employee or student may report violations of this policy without fear of retribution. The university prohibits retaliation against individuals because they have in good faith: (1) opposed any discriminatory or employment practice covered by university policies/procedures or state/federal laws; (2) filed a complaint of discrimination or grievance with the Institutional Equity/EEO Office or external state/federal agency with statutory jurisdiction over discrimination filings; (3) reported a discriminatory matter to a supervisor; or, (4) testified, assisted with, or participated in an investigation, proceeding, or hearing protected under same. Such retaliation in and of itself may result in disciplinary action, up to and including termination.

*Grievances:* Persons who feel they have been harassed should whenever possible first approach the person or persons engaging in the inappropriate conduct indicating that the conduct is unwelcome. If the unwelcome behavior persists, the aggrieved should either report the complaint to the appropriate supervisor or the Institutional Equity/EEO Director. All sexual harassment complaints made to a person in a position of authority must be reported to the Institutional Equity/EEO Director (or the Human Resources Director if uncomfortable reporting the complaint to the Institutional Equity/EEO Director) immediately, regardless of whether permission was given by the party subjected to the harassment. Allegations of sexual harassment are to be reported within 15 working days of occurrence unless extenuating circumstances warrant exception. All employees and students should be aware that the university is prepared to act in a timely manner to prevent and remedy such behavior, and that individuals who engage in such behavior are subject to disciplinary action. Any disciplinary action may be appealed through the appropriate procedure. To the extent possible, every effort will be made to safeguard confidentiality, consistent with reporting obligations and the need to investigate promptly and thoroughly. Contact Lauri Millot, Director of Institutional Equity/EEO, at (575) 646-3635 or (575) 646-3333 for any questions or clarifications to this policy statement.

*Sanctions:* Individuals who engage in sexual harassment, or supervisors who neglect to control the work environment and/or learning environment, will be held accountable. If it is determined that a violation of this policy has occurred, appropriate disciplinary action, training, and other measures will be taken to remedy the situation. All individuals are required to cooperate with any investigation in response to an allegation of harassment. Refusal to cooperate in an investigation may result in disciplinary action in accordance with university policy.

### **Americans with Disabilities Act**

New Mexico State University complies with the Americans with Disabilities Act. If a student has, or thinks she or he may have, a disability that interferes with her or his performance as a student in a class, she or he is encouraged for academic reasons to discuss this on a confidential basis with the instructor and/or the Coordinator of Services for Students with Disabilities. Additionally, if a student has a condition that may affect the student's ability to exit from the premises in case of an emergency, she or he is urged, for safety reasons, to notify any of the above persons. Please call Trudy Luken, Director of Student Accessibility Services at 575-646-6840 with any questions you may have on student issues related to the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially.

### **Graduate Student Appeals Board (This section is also described in the NMSU Graduate Catalog)**

Each academic year a standing committee, consisting of three members of the graduate faculty and two graduate students, is appointed by the dean of the Graduate School to handle grievance complaints. Any graduate or prospective graduate student who believes that she/he has been unjustly treated within the academic process may proceed as far as necessary in the following steps to resolve their grievance. In general, there are three levels at which a grievance can be addressed: a course instructor or adviser, a department head, or the dean of the Graduate School. If the initial grievance is with an instructor or adviser, the process begins at Step 1. If the initial grievance is with a departmental committee, the process begins at Step 3. In all instances, the process must begin at the lowest possible level.

#### **Academic Appeal Process**

1. Under normal circumstances, the student should discuss the issue with the instructor/adviser.
2. If the student is unable to resolve the issue through consultation with the faculty member, the student must submit a written memorandum detailing the grievance to the course instructor or adviser within 30 calendar days of the beginning of the following full (i.e., fall or spring) semester. The person to whom the memorandum is addressed must respond in writing within 30 calendar days to the student.
3. If the student is not satisfied with the response from Steps 1-2, he/she must submit a written appeal to the department head within 10 working days of the initial decision. If the student is initiating the appeal at the departmental level, he/she must do so, in writing, within 30 calendar days of the beginning of the following full (i.e. fall or spring) semester. The department head must respond in writing within 10 working days to the student, the instructor or adviser (if one is involved), the dean of the college, and the dean of the Graduate School.
4. If, after the third step the student or any of the other parties involved is still not satisfied with the response, he/she must present to the dean of the Graduate School within 10 working days a written complaint detailing the nature of their grievance and requesting a Graduate Student Appeals Board hearing. After receiving a written complaint, the dean of the graduate school will determine whether the complaint has merit. If the graduate dean determines that the appeal does not have merit, he/she will inform the appellant and other parties, in writing, within 10 working days of receiving the appeal. If the graduate dean decides that the appeal does have merit, he/she will convene the Graduate Student Appeals Board, normally within three weeks. The Graduate Student Appeals Board will conduct, within 60 days of their convening, whatever investigations and deliberations are necessary, and will forward to the dean of the Graduate School a recommendation to resolve the grievance.
5. After reviewing the recommendation of the Graduate Student Appeals Board, the dean of the Graduate School will, within 10 working days, inform all parties involved of his/her decision in writing. The decision of the dean of the Graduate School is final.

**Code of Conduct Statement**

Students in the Department of Agricultural and Extension Education at New Mexico State University are expected to conduct themselves in a legal, professional, and ethical manner when representing the program, completing requirements for the program, and when interacting with the community at large (e.g., in public service and citizenship). Regarding the latter, students should be aware that they are an extension of NMSU and, in particular, the program, while in the community and they are expected to conduct themselves in a manner that is consistent with the expectations of the university, the program, and accrediting/ethical organizations. Students are reminded to refer to NMSU's Code of Conduct policy (<http://www.nmsu.edu/~vpsa/SCOC/scoc.pdf>) and the standards set out by the Degree Program for a clearer understanding of ethical and professional behavior.

## AGRICULTURAL AND EXTENSION EDUCATION (AXED) GRADUATE CLASSES

Course Number	Course Title and Description	Credit Hours
ACOM 5115	<p><b>Global Issues in Agricultural Communications and Marketing</b>  <i>Graduate-level course broadening global perspectives related to international agricultural communications and marketing. The course will provide real-world settings for students to advance their awareness of international issues influencing marketing and trade in the United States and abroad. The course will expose students to high-impact learning, research skill development, communication skill development with a global mindset, and international travel. May be repeated up to 6 credits.</i></p>	3–6
AXED 4520	<p><b>Methods in Career and Technical Laboratory Instruction</b>  <i>For students planning to teach agricultural or technology education at a secondary or postsecondary level. Focus on planning, delivering, and evaluating instruction in laboratories: and on CPR, first aid, and NCCER certifications. Laboratory safety and tool, equipment, and laboratory management systems are also emphasized. Restricted to majors.</i></p>	2 cr.
AXED 4620	<p><b>Methods of Teaching Biological, Earth and Physical Sciences in Agriculture</b>  <i>Students learn to set up and teach in a modular agriscience laboratory, utilizing a variety of technologies. Modules covered will focus on incorporating biological, earth and physical sciences into agricultural instruction and may include: Tissue culture, animal anatomy, hydroponics microscopy, electrophoresis, microbiology, soils and plant nutrients, water quality, water systems, entomology, integrated pest management, and renewable energy applications. Students develop their own modules and/or experiments.</i></p>	3 cr.
AXED 4710	<p><b>4-H Youth Development</b>  <i>On-line course explores 4-H Youth Development as an integral part of the Cooperative Extension Service. Topics to be addressed include mission, philosophy, structure, delivery modes, audiences and partnerships. The course is relevant for anyone interested in pursuing a career in Cooperative Extension.</i></p>	1 cr.
AXED 4715	<p><b>The FFA Organization: An Overview</b>  <i>On-line course addressing the history, mission and structure of the New Mexico and National FFA Organization and their relationship to Supervised agriculture experience, and the agricultural education curriculum. Course is relevant to anyone interested in pursuing a career in agricultural education.</i></p>	1 cr.
AXED 4997	<p><b>Independent Study in Agricultural and Extension, or Technology Education</b>  <i>Specific subjects are agreed upon by the student and instructor. Prerequisites: at least junior or senior standing and consent of instructor. May be repeated for a maximum of 6 credits.</i></p>	1-3 cr.

<b>Course Number</b>	<b>Course Title and Description</b>	<b>Credit Hours</b>
AXED 5110	<b>Management of Change, Diffusion, and Adoption of Innovations</b> <i>Factors that influence the rates of diffusion and adoption of innovations. Consequences of adopting or rejecting innovations. Processes by which change agents influence introduction and adoption of innovations.</i>	3 cr.
AXED 5130	<b>Advanced Agricultural Mechanization</b> <i>This course provides an overview of advanced agriculture mechanization techniques and concepts. Precision farming tools and applications will be introduced, and hands-on activities will be utilized. A discussion about applications and benefits will frame the course lectures.</i>	3 cr.
AXED 5150	<b>Strategic Communications Campaigns and Evaluation</b> <i>Client-based marketing and communication needs for stakeholders in agricultural and life sciences. Students will learn brand awareness for agricultural stakeholders by developing a campaign of communications and marketing materials using multiple channels (e.g., written, visual, social). Students will also evaluate the materials for their audience reach, visibility, and effectiveness. Strategic communications involve planning, prioritizing, and evaluating. Students will gain experience implementing these needs with a real-world client to keep materials relevant to industry demands.</i>	3 cr.
AXED 5155	<b>Youth Program Development and Management</b> <i>Designed for professionals involved in youth group activities. Basic concepts in planning, conducting, and managing educational youth programs in a variety of organizations.</i>	3 cr.
AXED 5210	<b>Curriculum Development and Assessment in Agricultural Education</b> <i>This course prepares students to develop curriculum, design lessons, and prepare appropriate assessments in an agricultural education setting. An emphasis will be placed on the developing curriculum using the currently established resources that are available to agriculture teachers. Restricted to AXED majors.</i>	3 cr.
AXED 5215	<b>Developing Excellent Programs in Career and Technical Education</b> <i>Students learn to develop excellence in the three components of a successful secondary school program in career and technical education: classroom and laboratory instruction, career and technical student organizations, and career development activities. Community-based program planning, utilizing partners, program marketing and professional development are addressed as strategies for achieving excellence. Methods of obtaining financing and maintaining accountability for the program are discussed.</i>	3 cr.
AXED 5220	<b>Methods for Teaching Agricultural and Technology Education</b> <i>Methods of instruction and presentation, selection of teaching aids and support materials, classroom management, development of a complete educational program, and microteaching experiences. Prerequisite: GPA of 3.0 or above. Restricted to AXED majors.</i>	3 cr.
AXED 5230	<b>Directed Teaching in Agricultural or Technology Education</b> <i>Fourteen-week, off-campus, professional experiences in directed teaching and observation provided in selected centers under secondary agricultural and technology supervising teachers. Prerequisite: A teaching methods class and consent of instructor. Restricted to AXED majors.</i>	4-9 cr.

<b>Course Number</b>	<b>Course Title and Description</b>	<b>Credit Hours</b>
AXED 5235	<p><b>Directed Teaching in Extension Education</b></p> <p><i>Four- to fourteen-week professional experiences in directed teaching and observation provided in Cooperative Extension at the county, regional, or state level. Prerequisite: consent of instructor. Prerequisite: Consent of instructor.</i></p>	4-9 cr.
AXED 5310	<p><b>New Mexico Water Issues</b></p> <p><i>Designed for agricultural and natural resource professionals who must educate others or provide leadership on complex water issues in New Mexico. Students will travel to four distinct geographic and cultural regions of the state to study water policies, issues, and delivery technologies in each region. Specific areas covered will be determined by resource professionals who will present past, current, and future issues involved in the distribution of water. Urban impacts on water use will also be investigated.</i></p>	3 cr.
AXED 5320	<p><b>Risk and Crisis Communications in Agricultural, Consumer, and Environmental Sciences</b></p> <p><i>The purpose of this course is to introduce risk and crisis as interdisciplinary concepts, reviewing theoretical frameworks from a variety of fields and perspectives, such as communication, social psychology, and public relations. Students will develop a theoretical understanding of all aspects of strategic communication pertaining risks. Using readings and reflective writings, you will understand how individuals cognitively process risks and how to leverage trust and knowledge to facilitate public understanding. In addition, you will learn crisis communication and management from an organizational perspective. Using case studies and discussions, students will be able to recommend strategies for managing crises occurred to agricultural and natural resource industries.</i></p>	3 cr.
AXED 5510	<p><b>Research Methods</b></p> <p><i>Students learn the research process as it is applied to solving problems in the behavioral sciences. Prepares students to conduct and critique research and to diffuse research findings. Implications, applications, and ethics of research also stressed. Students develop a research proposal for a problem of their choice.</i></p>	3 cr.
AXED 5515	<p><b>Data Collection and Analysis</b></p> <p><i>An introduction to basic concepts of data collection and analysis. Interpretations from both observational studies and controlled experiments. Roles of both descriptive and inferential statistics in a complete data analysis. Mean, median, standard deviation, graphical summaries of data. Correlation and simple regression. One- and Two- sample tests and confidence intervals. Chi-square tests and basic analysis of variance. Competency in arithmetic and algebra are required. An undergraduate statistics course is recommended.</i></p>	3 cr.
AXED 5996*	<p><b>Special Topics</b></p> <p><i>Specific subjects and credits to be announced in the Schedule of Classes. Maximum of 4 credits per semester. No more than 6 credits toward a degree.</i></p>	1-4 cr.



<b>Course Number</b>	<b>Course Title and Description</b>	<b>Credit Hours</b>
AXED 5993*	<b>Workshops in Agricultural, Extension, and Technology Education</b> <i>Workshop procedures applied to current trends in agricultural, extension, and technology education. Maximum of 7 credits toward a degree.</i>	1–3 cr.
AXED 5994*	<b>Creative Component</b> <i>For non-thesis program. Individual investigations or projects, either qualitative or quantitative studies. Prerequisite: consent of instructor. Maximum of 4 credits toward a degree.</i>	1–4 cr.
AXED 5998*	<b>Internship/Cooperative Experience</b> <i>Supervised professional on-the-job learning experience. Prerequisite: Consent of instructor. Maximum of 6 credits toward a degree.</i>	1–6 cr.
AXED 5999*	<b>Master's Thesis</b> <i>Thesis. Maximum of 6 credits toward a degree.</i>	4–6 cr.

\*Note: Credit maximums in the courses apply to the AXED courses by themselves, in conjunction with parallel offerings in other departments, or for parallel offerings in other departments. For example, a 3-credit, AXED 5996 plus a three credit special topics course from another department reaches the 6-credit limit on special topics courses that can be used toward a degree.

## FACULTY AND STAFF

### Departmental Faculty

**Steve Fraze** – Professor and Department Head

Ph.D. — Texas A&M University

Major Areas of Interest: agricultural education, youth organizations, agricultural literacy.

[sfraz@nmsu.edu](mailto:sfraz@nmsu.edu)

**Don Edgar** – Professor

Ph.D. — Texas A&M University

Major Areas of Interest: agricultural education, agricultural mechanization, methods of instruction, curriculum design and evaluation.

[dedgar@nmsu.edu](mailto:dedgar@nmsu.edu)

**William Norris** – Assistant Professor

Ph.D. – Mississippi State University

Major Area of Interest: agricultural education, career and technical education, youth organizations, agricultural mechanization

[wnorris1@nmsu.edu](mailto:wnorris1@nmsu.edu)

**Shannon Norris-Parish** – Assistant Professor

Ph.D. – Texas A&M University

Major Areas of Interest: agricultural communications, agricultural literacy, science communication, national security, national defense, education, youth development

[norriss@nmsu.edu](mailto:norriss@nmsu.edu)

**Lacey Roberts-Hill** – Assistant Professor

Ph.D. — Texas A&M University

Major Areas of Interest: visual and science communication, agricultural communications, international agriculture, agricultural development communication, creativity, and storytelling

[lnrob@nmsu.edu](mailto:lnrob@nmsu.edu)

**Peter Skelton** – Associate Professor

Director, NMSU Extension and Research Youth Agricultural Science Center

Ph.D. - University of Nebraska

Major Areas of Interest: youth development, experiential education, inquiry based learning, agroecology

[skelton@nmsu.edu](mailto:skelton@nmsu.edu)

**LaJoy Spears** – Assistant Professor

Extension Program Development and Evaluation Specialist

Ph.D. – Iowa State University

Major Areas of Interest: program development and evaluation, extension education, ag education, community development

[lrspears@nmsu.edu](mailto:lrspears@nmsu.edu)

## Affiliated Faculty in the Department

**Barbara Chamberlin** – Associate Professor

Ph.D. – University of Virginia

Major Areas of Interest: informal and non-formal learning, educational media design

[bchamber@nmsu.edu](mailto:bchamber@nmsu.edu)

**Jeanne Gleason** – Professor

Ed.D. - Virginia Polytechnic Institute

Major Areas of Interest: educational communication, lifelong public education, video, and computer technology.

[jgleason@nmsu.edu](mailto:jgleason@nmsu.edu)

**Dawn VanLeeuwen** - Professor - Agricultural Biometric Service

Ph.D. - Oregon State University

Major Areas of Interest: linear models, longitudinal studies, random trends.

[vanleeuw@nmsu.edu](mailto:vanleeuw@nmsu.edu)

## Department Staff

**Irma Marshal**, Administrative Assistant

*Irma handles the daily activities of the AXED office including preparation and submission of reports and forms, administrative support to the Department Head, and assistance to students and faculty with the NMSU registration and degree audit systems.*

[imarshal@nmsu.edu](mailto:imarshal@nmsu.edu)

**Terri Dixon**, Fiscal Assistant

*Terri helps prepare and process purchase orders and travel reimbursements. She verifies procurement card transactions and prepares inventory and space utilization reports. She also prepares monthly budget reports for all departmental accounts.*

[teldixon@nmsu.edu](mailto:teldixon@nmsu.edu)

**Tina Wilson**, New Mexico Ag Leadership

*Tina is the coordinator for the New Mexico Ag. Leadership program housed in the department.*

[tiwilson@nmsu.edu](mailto:tiwilson@nmsu.edu)

## APPENDICES

- A. Preparing to Graduate
- B. The Master's Oral Examination
- C. Agricultural and Extension Education Master's Degree Planning Sheet
- D. AXED Graduate Student Checklist – Thesis Option
- E. AXED Graduate Student Checklist – Creative Component Option
- F. Guidelines for AXED 5998 – Internship
- G. Guidelines for AXED 4997 – Independent Study, AXED 5996 – Special Topics, and AXED 5994 – Creative Component
- H. Guidelines for AXED 5999 – Thesis
- I. Graduate Student Forms (available at:  
<https://gradschool.nmsu.edu/Current%20Students/Graduate%20Forms.html>)

### General

- Application for Degree (Diploma)
- Change of Advisor
- Change of Major Request
- Examination Fee
- Program of Study Change
- Request for Change of Admission Semester
- Request for Letter of Completion
- Thesis/Dissertation Intake
- Transfer of Credit
- Travel Grant

### Master's Students

- Course Exception
- Master's Final Examination
- Program of Study and Committee for Master's Students (Application for Admission to Candidacy)

## **Appendix A Preparing to Graduate**

### I. Creative Component/Thesis

- a. Meet with advisor to determine option (CC or Thesis)
- b. Develop proposal (see guidelines in Appendix E for Creative Component or from Graduate School for thesis)
- c. Submit Proposal to Advisor for approval

### II. Proposal and Program of Study Meeting

- a. Select graduate committee (see guidelines pg. 11)
- b. Schedule meeting with Committee to:
  - i. Approve Program of Studies
  - ii. Approve CC or Thesis proposal

### III. Work on project

- a. Maintain regular contact with advisor throughout the process
- b. Submit final project to advisor for approval

### IV. Final Committee meeting

- a. Schedule oral exam with Graduate committee (see university deadlines for completion)
- b. One week prior to oral exam, provide committee members with copy of project
- c. Complete oral exam (see guidelines in Appendix B)
- d. Make any changes identified by committee on project/thesis
- e. Submit final copy

### V. Other requirements for graduation:

- a. You must be registered the semester of your final oral exam. If you have completed your course work, you may pay the examination fee.
- b. You must complete degree application and file for degree
- c. All fees and outstanding balances must be paid in full.

**Check Graduate School Website for deadlines.**

**[gradschool@nmsu.edu](mailto:gradschool@nmsu.edu)**

## **MEET WITH ADVISOR**

**COMPLETE PROGRAM OF STUDY**

**DISCUSS THESIS/CREATIVE  
COMPONENT TOPIC**

## **STUDENT WORKS ON PROPOSAL DEVELOPMENT**

**SUBMIT TO ADVISOR FOR REVIEW**

**IDENTIFY GRADUATE COMMITTEE  
SCHEDULE MEETING WITH  
COMMITTEE**

## **COMMITTEE MEETING**

**APPROVAL OF POS**

**DISCUSSION AND APPROVAL OF  
PROJECT PROPOSAL**

## **PROJECT COMPLETION**

**WORK ON PROJECT COMPONENTS  
MEET WITH ADVISOR FOR REGULAR  
UPDATES**

**SUBMIT TO ADVISOR FOR APPROVAL**

## **SCHEDULE FINAL ORAL EXAM**

**COMPLETE ORAL EXAM PAPERWORK  
CONTACT COMMITTEE AND SET  
DATE**

**COMMITTEE RECEIVES FINAL  
PROJECT ONE WEEK PRIOR TO EXAM**

## **FINAL ORAL EXAM**

**MEET WITH COMMITTEE FOR ORAL  
EXAM**

**MAKE CHANGES AS RECOMMENDED  
SUBMIT FINAL PROJECT (ADVISOR,  
GRADUATE SCHOOL, ETC.)**

**APPENDIX B**  
**THE MASTER'S ORAL EXAMINATION**

1. An oral examination of no more than two hours in length will be conducted by the student's graduate committee. This committee consists of at least three members, two from the Department of Agricultural and Extension Education, and one appointed by the dean of the Graduate School. The committee chair and the dean's representative must be members of the graduate faculty.
2. The oral is designed:
  - A. To test the candidate's ability to organize, to generalize and to communicate ideas verbally based on the subject matter which constitutes the degree.
  - B. To reflect the extent to which the candidate shows maturity, self-discipline, composure, and ability to verbalize under pressure of time.
  - C. To indicate the extent to which the candidate shows the hallmarks of a well-educated person.
3. The oral is not another final test subject by subject.
4. Although there is no restriction on the type of question the examiners may ask, questions are usually general in nature calling for an opinion or a conclusion based on the subject matter of the candidate's degree.
5. In replying to a question, the candidate may stand if preferred and use the chalkboard or dry erase board for illustrative purposes.
6. The candidate should be dressed professionally.
7. The examination usually follows this pattern:
  - A. The candidate is introduced by the chair and asked to review experiences beginning with graduation from high school and including institutions attended, work experiences, reasons for choosing this type of degree, and immediate future plans if formulated.
  - B. If a thesis or creative component is involved, a formal presentation is made. Clarification questions may be asked during the presentation.
  - C. Following the presentation, the chair may then begin the questioning, or may delegate this to another examiner, indicating the rotation or order for the other examiners to follow.
  - D. During the examination, each examiner usually questions the candidate twice for about ten minutes each time. During this time, any other examiner may intersperse questions.

- E. Questions may be related to the thesis or creative component, to a specific subject or course, may cut across several course dimensions, or be of a general nature.
  - F. The examination lasts a maximum of two hours, but it may be terminated sooner if the examiners by consensus indicate satisfaction with the candidate's performance.
  - G. The examination is terminated when the chair asks the candidate to leave the room briefly. The candidate will be called back and informed of the results.
8. Depending upon the subject matter of the degree, the candidate should be prepared to:
- A. State a philosophy in response to a direct question or indicate it in response to questions calling indirectly for a position or stand on an issue, problem, or situation. The candidate should take a stand and avoid the middle ground in most instances.
  - B. Defend the importance of the degree, the research, etc.
  - C. Trace events, movements, and developments of present situations in the discipline.
  - D. Identify and classify themselves using proper vocabulary in such areas as guidance, teaching methods, philosophy, discipline, administration, learning theory, etc.
  - E. Name the journals and state the viewpoint of distinguished writers in the subject area.
9. A candidate who does not understand a question should ask for clarification. If the candidate still does not understand, the chairman may rephrase the question with the permission of the questioner.
10. A candidate who does not know the answer to a question should say so as modestly as possible, but obviously this should not happen too frequently.
11. In replying to a question, the candidate should:
- A. Reflect briefly to collect thoughts.
  - B. Be brief, concise, and thorough.
  - C. Avoid rambling, digressing, and attempts to "kill time."
  - D. Control their temper.



**APPENDIX C**  
**AGRICULTURAL AND EXTENSION EDUCATION**  
**MASTER'S DEGREE PLANNING SHEET**

Name: \_\_\_\_\_

Semester: \_\_\_\_\_

Course Number	Course Title	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Subtotal _____	

Semester: \_\_\_\_\_

Course Number	Course Title	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Subtotal _____	

Semester: \_\_\_\_\_

Course Number	Course Title	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Subtotal	

Semester: \_\_\_\_\_

Course Number	Course Title	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Subtotal	

**APPENDIX D  
AXED GRADUATE STUDENT CHECKLIST  
THESIS OPTION**

NAME: \_\_\_\_\_ App. For Degree filed: \_\_\_\_\_  
 ADVISOR: \_\_\_\_\_ App. Adm. Candidacy filed: \_\_\_\_\_  
 Semester & year coursework started: \_\_\_\_\_ Committee Final Exam filed: \_\_\_\_\_  
 Minor(s): \_\_\_\_\_ Orals Date set for: \_\_\_\_\_  
 Where? \_\_\_\_\_  
 Time: \_\_\_\_\_

GRADUATE COMMITTEE (By the end of 1<sup>st</sup> semester) Date: \_\_\_\_\_

Advisor/Chairperson: \_\_\_\_\_  
 Dept. Member: \_\_\_\_\_ Dept. Member: \_\_\_\_\_  
 Minor Rep: \_\_\_\_\_ Dean's Rep: \_\_\_\_\_

CANDIDACY PROPOSAL MEETING: \_\_\_\_\_

**REQUIREMENTS TO BE MET**

HOURS: Thesis – Min. 30 hours  
 \_\_\_\_\_ 15–16 credits at 500/5000 level or above  
 \_\_\_\_\_ 50% of credits in major field  
 Conferences, short courses, and workshops – up to seven total credits

Thesis Credits (AXED 5999) – 4–6 credit hours

Thesis Title: \_\_\_\_\_

Thesis Completed: \_\_\_\_\_ Thesis to Graduate School: \_\_\_\_\_

Special Topics – up to 6 total credits \_\_\_\_\_

Internship – up to 6 total credits \_\_\_\_\_

Creative Component – up to 6 total credits \_\_\_\_\_

Independent Study –up to 6 credits \_\_\_\_\_

DEPARTMENTAL REQUIREMENTS:	SEMESTER/GRADE
AXED 5510 – Research Methods	_____
AXED 5993 – Workshop	_____
AXED 5999 – Thesis	_____
AXED 5515 – Data Collection/Analysis or another statistics course	_____
Graduate Teaching Methods Course (if needed)	_____
Additional elective courses to total 30 credits	_____
No more than 6 S/U credits	

**APPENDIX E**  
**AXED GRADUATE STUDENT CHECKLIST**  
**CREATIVE COMPONENT OPTION**

NAME: \_\_\_\_\_ App. For Degree filed: \_\_\_\_\_  
 \_\_\_\_\_ App. Adm. Candidacy filed: \_\_\_\_\_  
 ADVISOR: \_\_\_\_\_ Committee Final Exam filed: \_\_\_\_\_  
 \_\_\_\_\_ Orals Date set for: \_\_\_\_\_  
 Semester & year coursework started: \_\_\_\_\_ Where? \_\_\_\_\_  
 Minor(s) \_\_\_\_\_ Time: \_\_\_\_\_

GRADUATE COMMITTEE (By the end of 1<sup>st</sup> semester) Date: \_\_\_\_\_

Advisor/Chairperson: \_\_\_\_\_  
 Dept. Member: \_\_\_\_\_ Dept. Member: \_\_\_\_\_  
 Minor Rep: \_\_\_\_\_ Dean's Rep: \_\_\_\_\_

CANDIDACY PROPOSAL MEETING: \_\_\_\_\_

**REQUIREMENTS TO BE MET**

- HOURS: Creative Component – Min. 30 hours  
 15–16 credits at 500/5000 level or above  
 \_\_\_\_\_ 50% of credits in major field  
 \_\_\_\_\_ Conferences, short courses, and workshops – up to seven total credits  
 \_\_\_\_\_ Creative Component (AXED 5994) – 3–4 credit hours  
 \_\_\_\_\_ Creative Component Title:  
 \_\_\_\_\_ Creative Component Completed:  
 \_\_\_\_\_ Special Topics – up to 6 total credits  
 \_\_\_\_\_ Internship – up to 6 total credits  
 \_\_\_\_\_ Other Creative Component (AXED 5994) – 2–3 total credits  
 \_\_\_\_\_ Independent study – up to 6 total credits

DEPARTMENTAL REQUIREMENTS:	SEMESTER/GRADE
AXED 5510 – Research Methods	_____
AXED 5993 – Workshop	_____
AXED 5994 – Creative Component	_____
AXED 5515 – Data Collection/Analysis or another statistics course	_____
Graduate Teaching Methods Course (if needed)	_____
Additional elective courses to total 30 credits	_____
No more than 6 S/U credits	

## **APPENDIX F**

### **GUIDELINES FOR AXED 5998 INTERNSHIP**

#### **Purpose**

The purpose of AXED 5998 (Internship) is to allow graduate students a chance to investigate an unfamiliar career area related to agricultural, extension and technology education. Agricultural and technology educators can enrich their education, strengthen their teaching, and improve local linkages by working in a new and related setting (e.g., industry, agricultural production enterprise, commodity organization, government agency, or educational organization).

#### **Guidelines**

##### **Before You Can Register for Credit**

1. Select and contact a supervising instructor and a placement supervisor to discuss your internship interest.
2. Submit a brief (one page, word processed) proposal for the internship program that contains these sections:
  - a. Internship Area (include name, address, and telephone number of the placement site and placement advisor)
  - b. Internship Objective(s) (list professional development outcomes you wish to achieve through the internship)
  - c. Internship Responsibilities (provide a list of internship responsibilities and a calendar or timetable linking dates with specific experiences you will receive during your internship)
  - d. Time and Credit Estimates (estimate how many hours you expect to work and hours of credit you expect to earn)
  - e. Spaces for Signatures (supervising instructor, placement supervisor, and student)
3. When a proposal is accepted by the supervising instructor and placement supervisor, copies will be made for the supervising instructor, placement supervisor, student, and student's AXED file. The finalized proposal is a contract between the student, placement supervisor, and supervising instructor.

#### **Time Requirement**

Due to the nature of the course, each student will be expected to spend a minimum of 30 hours on the internship for each credit hour contracted. A detailed journal of internship experiences will be kept and submitted to the AXED advisor at the end of the internship. The journal will list dates, hours spent, and detailed descriptions and impressions of activities undertaken during the internship. All letters, forms, reports, and other types of documentation completed by the student during the internship should be copied and attached to the journal.

**Grading**

Grading will be based upon your adherence to contractual guidelines, the journal and accompanying documentation, and a verbal evaluation from your placement supervisor. Failure to keep and/or submit a journal will reduce your grade by one letter grade. A permanent grade of Incomplete (I) will be issued for any unauthorized internships (internships without an approved proposal).

When appropriate follow the guidelines for activities, documentation and evaluation provided in the corresponding departmental internship notebook (extension, industry, communication).

**APPENDIX G**  
**GUIDELINES FOR AXED 4997 – INDEPENDENT STUDY, AXED 5996 – SPECIAL TOPICS, AND AXED 5994 – CREATIVE COMPONENT**

**Purpose**

The purpose of AXED 4997 (Independent Study), AXED 5996 (Special Topics) and AXED 5994 (Creative Component) is to allow students a chance to conduct an exhaustive literature review in a research area related to agricultural, technology, and extension education or to undertake a project to solve a problem of practical and professional significance in curriculum development, instruction, or related areas of agricultural, technology, and extension education. Creative Component (AXED 5994) is a required alternative to thesis work for non-thesis option graduate students.

**Guidelines**

Before You Can Register for Credit

1. Submit a brief (1-2 page, typed) proposal for the program to the supervising instructor containing these sections:
  - a. Literature Review Area or Project Area (including need or justification statement)
  - b. Program Objective(s) [list professional development outcomes you wish to achieve through AXED 4997/5996 or 5994 and describe the practical and professional significance of (problem solved by) the final product]
  - c. Program Procedures (list of steps you will follow to complete the literature review or project and a timeline for completing these steps)
  - d. Product Description (describe what the final product(s) will consist of)
  - e. Time and Credit Estimates (estimate how many hours you expect to work and hours of credit you expect to earn on AXED 4997/5996 or 5994)
  - f. Spaces for signatures (supervising instructor and student). For creative components (AXED 5994) spaces should also be added for signatures of graduate committee members.
  
2. Make and keep an appointment with the supervising instructor to discuss the proposal. Some changes may need to be made in the original proposal prior to acceptance. When a proposal is finalized, copies will be made for the student, student's file, supervising instructor and members of the graduate committee in the case of creative components. The finalized proposal represents a contract between the student, supervising instructor, and graduate committee members in the case of creative components.

**Problem Areas**

Problem areas should be related to content areas and issues addressed in the AXED curriculum. This includes areas such as agricultural, technology and extension education; agricultural communications; international, agriculture and community development, and agricultural leadership. The problem area selected should challenge learning in a new knowledge area for the student.

**Instructor Assistance**

The student will be expected to do work on his/her own under the guidance of the supervising instructor. Guidance will be provided as needed, at the discretion of the supervising instructor.

### **Time Requirement**

Due to the nature of the course, each student will be expected to spend a minimum of 30 hours (25 for AXED 4997/5996) in conducting the steps necessary to complete the program for each credit hour contracted. A journal of program activities will be kept and turned in with final product. The journal will list dates, hours spent, and detailed descriptions and impressions of activities undertaken to complete the program.

### **Literature Reviews**

For students conducting a literature review, all grading will be based on the literature review and journal submitted. The combined length should be approximately 9-10 double-spaced, typed pages per credit hour (7–8 for AXED 4997 students). Its specific length will depend on the supervising instructor involved. The paper will be presented in literature review format. Style will be defined by the latest version of Publication Manual of the American Psychological Association, (available from the library, AXED, or the campus bookstore) unless another manual is specified by the instructor. The outline for the paper will be as follows:

1. Statement of the Problem (defines and clarifies the problem studied)
2. Literature Review (organizes and summarizes previous research and other publications bearing on the problem)
3. Discussion (identifies relationships, contradictions, gaps, and inconsistencies in the literature)
4. Recommendations (suggests further steps for solving the problem)
5. Bibliography (also in APA style with the minimum number of citations contracted with the supervising instructor)

### **Projects**

Projects that attempt to solve a problem of practical and professional significance in curriculum development, instruction, or related areas of agricultural, technology, and extension education will be developed individually. Those choosing a project will still be expected to conduct a thorough review of related literature (with the minimum number of citations contracted with the supervising instructor) and incorporate the review into the final product. Format and scope of the final product will be developed with the supervising instructor and specified in the “Product Description” section of the proposal.

### **Professional Conferences and Work Experiences**

With the agreement of the supervising instructor, AXED 4997 can include attendance at professional conferences or work experiences. To differentiate between students taking Internship (AXED 5998), AXED 4997 students choosing to include conferences or work experiences will supplement them with a review of the related literature and development of a paper or project plan that synthesizes conference information or work experiences with the literature review. Projects based on these experiences will also focus on the application of the information. The expectations for hours and length of papers or project plans are the same as for literature reviews or projects without conference or work experiences.



**Grading**

Grading will be based on adherence to contractual guidelines (specified in the proposal), the journal, and the final product. Failure to keep and/or submit a journal will reduce your grade by one letter grade. A permanent grade of Incomplete (I) will be issued for any unauthorized programs (programs without an approved proposal).

**Modifications**

If it becomes apparent that the proposal has greatly underestimated or overestimated the amount of work necessary to complete the program or cannot be completed as proposed due to extenuating circumstances, the student will alert the supervising instructor so that they can amend the proposal.

## APPENDIX H GUIDELINES FOR AXED 5999 – THESIS

Students completing a master's thesis as part of their degree requirements must adhere to the following procedures. The student chooses a committee of three or more members in consultation with his or her major advisor. This committee must be constituted as follows:

1. Chair – Major Advisor from the AXED Department. The committee chair must be a member of the Graduate Faculty.
2. One or two other members from the program faculty in the department.
3. A dean's representative chosen by the student or Graduate School. The dean's representative must be a member of the Graduate Faculty.
4. If the student is declaring a minor as part of their degree program, a faculty member from the minor department must be included as a representative of the committee.

As noted above, a committee of at least three members is required. More faculty members from any related department may be added at the discretion of the student and advisor. A maximum of six (6) credits may be taken of AXED 5999 – thesis toward the degree requirements.

The following guidelines apply to all program research projects/theses:

1. The student works with the committee in preparation of the proposal and the execution and presentation of the study.
2. A convened proposal approval meeting is required.
3. Either laboratory or field data can be collected.
4. Computer involvement for analysis is recommended.
5. The write-up follows APA style.
6. Approval of the write-up requires a majority vote of the student's graduate committee.
7. In the case of the thesis, students follow graduate school guidelines.
8. The project is defended at the final examination.

**One (1) copy of the final research project or thesis is provided to the major advisor upon completion of the project for retention within the department.**

## **APPENDIX I GRADUATE STUDENT FORMS**

The following Graduate Student Forms are available online at:  
<http://prospective.nmsu.edu/graduate/forms/index.html>.

### **General**

- Application for Degree (Diploma)
- Change of Advisor
- Change of Major Request
- Examination Fee
- Program of Study Change
- Request for Change of Admission Semester
- Request for Letter of Completion
- Thesis/Dissertation Intake
- Transfer of Credit
- Travel Grant

### **Master's Students**

- Course Exception
- Master's Final Examination
- Program of Study and Committee for Master's Students (Application for Admission to Candidacy)