

College of Individualized Studies Graduate Program Handbook



Welcome!

This handbook presents a selection of information about the Master of Arts and Master of Science in Individualized Studies programs. If after reading it you have any additional questions, please do not hesitate to contact us.

Contact Information

Prof. Daniel Woldeab, Graduate Program Director
<u>daniel.woldeab@metrostate.edu</u> (preferred)
612-793-1781
262 St. John's Hall
700 East Seventh Street
Saint Paul, MN 55106-5000

US Mail Address

Masters of Individualized Studies Metropolitan State University 700 East Seventh Street St. Paul, MN 55106-5000

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General Information about the CIS Graduate Program

The College of Individualized Studies is offering a Master of Arts (MA) or a Master of Science (MS) in Individualized Studies. The MA/MS is a student-centered, individualized, interdisciplinary graduate program designed for individuals who have successfully completed a bachelor's degree and are looking to design a graduate program designed to meet their specific educational goals.

Admitted students start with the *IDST 600 Planning and Research* course and then move through a series of courses or other learning strategies, offered through other graduate programs at the university, to explore specific topics and issues drawn from several disciplines. Students' programs culminate in the *IDST 699 Individualized Studies Capstone* course in which they create a major research project or thesis that aligns with their personal educational goals and builds on the coursework they have completed.

The degree awarded will be an MA or MS depending on a student's focus area. This distinction can be determined through student and faculty consultations in the IDST 600 course, and finalized at a later time.

Why Individualized Graduate Study?

Graduate students will broaden and deepen their knowledge through the specific content identified in the two required courses (IDST 600 and IDST 699), classes they take through other colleges, and other coursework in the College of Individualized Studies (CIS).

Graduates will apply skills and knowledge within structured opportunities for self-directed learning, employing interdisciplinary perspectives inclusive of diverse viewpoints, leading to an effective presentation of their Capstone Project/Thesis to faculty, other graduate students, and the Metropolitan State University community.

Students pursue graduate degrees for many reasons, such as gaining a different or better position, qualifying for a promotion, entering a new career path, or personal enrichment and development. In this graduate program, students can shape their study to meet their own specific personal and professional educational needs.

Advanced study expands potential for analysis, communication, critical thinking, cultural and multicultural understanding, intellectual resourcefulness, problem-solving and research. In an era of information explosion and rapid global development, advanced study is more important than ever.

Is the Program for Me?

If you are eager to reflect upon and make meaning of your education, then an individualized master's degree may be for you. As a CIS graduate student, you will consider how you can expand your concept of citizenship, engage in lifelong learning, and deepen the ways in which you contribute to society in general.

Graduate programs in a university have a variety of different goals. Some professional departments teach students skills that are directly applicable to specific jobs. Other departments are more focused on helping individuals understand themselves, other people and the world around them. This program allows students to plan a program to meet specific goals—whether they are specific job-

related skills, a better understanding of the world around them, or for their own personal development.

In IDST 600, students develop a focus that will provide direction and organization for their educational plans. Students investigate courses and graduate certificates offered through other departments in the university to shape that focus. They also identify learning opportunities that supplement or complement the focus area. Students are encouraged to include independent study and internships in their degree programs.

Ultimately, students will integrate what they have learned into an Individualized Capstone Project/Thesis, completed in IDST 699. All Capstone Projects/Theses are expected to be solidly grounded in a suitably broad range of interdisciplinary scholarship, developed across each student's individualized program.

Staying True to the Metropolitan State University Mission

Metropolitan State University is committed to making education accessible to busy working adults. This graduate program, designed to help students succeed in meeting their individual educational objectives, offers:

- Evening classes
- Flexible program completion guidelines
- Opportunities for independent study and internships, and credit for prior learning, as appropriate

The program reflects the mission of Metropolitan State University.

- The program welcomes and encourages diversity in students, faculty and topics of study, capitalizing upon a range of backgrounds and life experiences.
- Courses are affordable and offered in formats and at times convenient for working adult learners, maximizing accessibility.
- This is a student-centered program, leading each student towards academic success through an individualized plan of study based on graduate courses across the university, augmented with internships and student designed study.
- Taught by experienced university professors, this is a high-quality program, with an unshakeable commitment to academic excellence.
- The program is situated squarely within the context of lifelong learning, welcoming students to post-baccalaureate study and preparing them to continue that study throughout their lives.
- Compared to undergraduate study, the CIS MA/MS is similar to other master's programs in that it offers:
 - Greater intellectual initiative and independence in framing scholarly inquiries and analysis, exercising critical and creative thought and producing results;

- Focus on evaluating and applying theoretical materials to produce analytical and informed scholarship; and
- o Improved written and oral exposition and argumentation.

Program Design

There is an opportunity within this master's program to design a course of study and capstone project that spans disciplines, subject areas, and professional studies. One student might design a research-based capstone that studies women and micro-loans, while another student might design a creative project that combines video production with a marketing plan. Others yet may choose to use mapping technology to look into links between property taxes, school funding, and student achievement. A student interested in the environment might develop a new way to teach school children about environmental preservation or study ways to reduce ocean pollution. Students may even ask whether zip codes can help predict health outcomes. The options are truly bound only by each student's interests and creativity! The scope and design of a student's plan, including primary thesis, research methods, and resources, will all be developed in the core IDST 600 course, carried out in the various courses and learning strategies selected, and culminate in the IDST 699 Capstone project.

Course Work Overview

Admitted students begin by taking *IDST 600 Planning and Research*, which teaches methods of interdisciplinary inquiry through variable topics. The course serves as an introduction to the program and to interdisciplinary thinking, learning and research. To that end, students will study and discuss the ways in which knowledge is constructed in different disciplines and in integrated interdisciplinary study and research. One of the course outcomes is an individualized plan of study, designed to address each student's educational objectives within the framework of graduate program resources.

You may design a program with focus on coursework and research that integrates multiple disciplines, drawing from the arts, sciences, and professional studies. Designations of either MA or MS will reflect the composition of your plan and capstone project. If you chose to pursue a Masters of Arts, the preponderance of your studies will likely be in *liberal arts* (humanities) subjects such as literature, philosophy, mathematics, and social and physical sciences. If you decided to pursue a Master of Science, the preponderance of your studies will likely be in *non-liberal-arts* (professional) areas, such as STEM, human services, or public advocacy.

Please note: There are some professional fields that require you to have a degree, often from an accredited program, in that specific field. Some examples are teacher education, nursing, accounting, and social work. Note that some applied subject areas, such as nursing and urban education, are limited to students in those graduate programs. These programs may not lend themselves to Individualized Studies, and the details will be covered during your IDST 600 course.

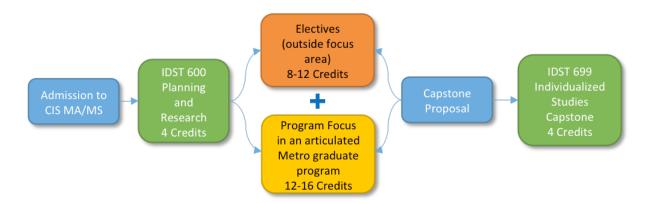
In addition, some focus areas may require prerequisites and additional testing. You are responsible for checking on and honoring any prerequisites/testing, and remember that if they are not met, your registration may be dropped!

After completing IDST 600 and at least 24 credits in the program, students may apply to register for the second required course *IDST 699 Individualized Studies Capstone*. Students will need to maintain a cumulative GPA of at least 3.00 and have the approval of the Graduate Program Director to register for IDST 699, which focuses on the final revisions and completion of students' self-directed Capstone.

In addition to the two required courses, each study plan must include a 12-16 credit focus from another graduate program at the university, as well as another 8-12 credits from outside that focus area. For example, a student interested in entrepreneurship might complete 12 credits in College of Management and an additional 12 credits in Technical Communication. Students who are accepted into certificate programs at Metro State can use up to 16 credits from those programs toward the MA/MS of Individualized Studies.

Overview of the Individualized Program Course Work:

4 credits
12-16 credits
lependent studies or internships clearly relevant to the
8-12 credits
4 credits
32 credits



Sequence: Students are expected to complete IDST 600 at the start of their programs; any course they take prior to, or concurrent with, IDST 600 must be approved by a CIS faculty member. Students who complete two classes without completing IDST 600 will not be allowed to register for other courses until IDST 600 is successfully completed. IDST 699 is normally the final course. When taking courses in other graduate programs, students must follow the sequences and meet the prerequisites in place for those programs and/or courses.

Transfer Credits: Students can apply up to 8 transfer credits toward their plan with the approval of the Graduate Program Director. Transfer credits must have been earned at another accredited institution and not be part of any other completed degree program. Current students enrolled in

graduate coursework at Metropolitan State University may transfer up to 12 graduate credits. Exceptions may be made for certificates and minors, to allow up to 16 credits to be transferred (such exceptions will be based solely upon the CIS Admissions Committee's review and approval).

Part-Time Graduate Studies: This program is designed for part-time students, including those who are employed full-time and might take just one graduate course per semester. Most classes meet once a week on a weekday evening.

Digital Literacy: The program involves use of technology, including navigating the Internet, researching online library databases, keyboarding, and using Metropolitan State University email for all official business. It is expected that all students have competence in these areas.

Academic Advising

Since its founding, Metropolitan State University has emphasized a student-centered educational philosophy with strong faculty involvement in advising. Advising begins with the instructor in IDST 600 Planning and Research, where students articulate their educational objectives.

Students will be assigned a faculty advisor who will advise them toward appropriate course selection and also help arrange creative learning strategies, including customized independent studies and internships.

As a student nears completion of the program, the Graduate Program Director identifies a faculty member from a discipline related to the student's focus area and Capstone Project/Thesis. This faculty member reviews the student's Capstone and, in addition to the IDST 699 instructor, will advise students in the final stages of their program.

Required Courses

IDST 600 Planning and Research Course Description

The course will help students develop individualized degree plans and tentatively outline final projects that will demonstrate their multi-disciplinary learning. The course will introduce students to the nature of individualized study and will include the rise of interdisciplinary study, its historical drivers and characteristics and the cognitive skills, as well as habits conducive to work on or with interdisciplinary teams. Students will apply this understanding to their own learning by identifying areas of focus as well as areas complementary to that focus, and integrating them into individualized graduate degree plans.

The course will also emphasize the study and research skills and methods needed to conduct a final research and/or creative project. Students will gain knowledge of disciplines and professions and develop strategies for navigating differences between disciplinary points of view. In addition, they will be introduced to the ethical considerations at stake in various methods and begin learning how to pursue research through processes such as the Human Subjects Review Board (HSRB).

During this course students will also consult with their advisor and instructor to decide whether they will pursue a Master of Arts (MA) or a Master of Science (MS). The decision will depend on the area of focus and the coursework that will be selected. While the conversation about a particular path

starts in this course, students can adjust their thinking throughout their study program and as they continue consultations with faculty.

Independent Studies and Internships

In addition to taking graduate courses at Metropolitan State University (and up to 8 transfer graduate credits from other institutions), students can earn program credits through the following creative learning strategies. Students interested in setting up an independent study or internship are invited to send an email describing that interest to the Graduate Program Director, who can refer you to the appropriate forms and help identify possible faculty supervisors.

Faculty Designed Independent Studies (FDIS)

Graduate FDIS is usually an independent study version of an existing graduate course, or a 500G-level independent study version of an existing 500-level course.

Student Designed Independent Studies (SDIS)

Graduate SDIS is most often a unique learning opportunity customized by a student with the individual faculty member.

Internships and Prior Learning

Graduate internships are usually coordinated through the Center for Community Based Learning and could involve a wide range of projects and activities. Elective credit may also be available by assessing some of your prior learning (PLA). Students can contact the Graduate Program Director for more information.

IDST 699 Individualized Studies Capstone Description

This course revolves around the final revisions and completion of a student's self-directed Capstone Project/Thesis. Study in and outside the focus areas provide backgrounds, context, and depth for the (relatively) concentrated Capstone Project/Thesis. Students will carry out their Project or write a final Thesis outlining the results of their work and the relationship to their individualized goals.

Projects/Theses will demonstrate program learning outcomes for interdisciplinary study spanning at least two well defined academic disciplines or professional areas of expertise.

All Individualized Capstone Projects/Theses are expected to be solidly grounded in a suitably broad range of interdisciplinary scholarship, developed across each student's program as a whole.

Students are generally expected to be objective, scholarly and critical in the development of their Individualized Capstone Project/Thesis, which must be the original work of each student through all stages (consultants and coaches are fine; ghostwriters are not). Students may change the topic or focus of their Capstone Project/Thesis after they complete IDST 600, but please note that the later in the student's program, and/or the more profound the change, the more difficult it will be to achieve the depth of preparation and development that is expected in IDST 699.

All capstone Projects/Theses are characterized by:

- The opportunity to pursue self-directed, individualized interests;
- Interdisciplinary perspectives inclusive of diverse viewpoints;

- The application of critical thinking skills;
- The application of advanced writing skills;
- Primary and secondary interdisciplinary research, sufficient in depth and breadth to be commensurate with graduate-level work.

Prerequisites for IDST 699

IDST 600, completion of at least 24 credits in the CIS MA/MS program, and an approved IDST 699 Capstone application.

Learning Outcomes

- Enriched understanding of the student's own Capstone topic.
- Enriched understanding of the self-directed Capstone topics of other students.
- Enriched ability to present research results, both orally and in writing.
- Application of critical thinking and rhetorical skills.

The Individualized Capstone Project/Thesis is a culmination of each student's own original argument in defense of their own position. This will not be a simply descriptive reporting or synthesis of many sources, but rather an argument in favor of one position, including significant understanding of the issues at stake.

Learning Strategies and Activities

- In the introductory portion of the course, students will participate in exercises and activities, including oral reports, designed to consolidate and focus the elements of their Capstone Projects/Theses. Students will learn how other members of their seminar articulate issues and challenges, and problem-solve, in the organization and completion of Capstone Projects/Theses.
- During the middle portion of the course, students will be responsible for turning in highquality drafts of their Capstone Projects/Theses, submitted for the analysis and commentary of the other class members, the IDST 699 instructor, and an IDST 699 Reader (a faculty member outside CIS), when appropriate.
- During the final portion of the course, students will give their final oral presentations on their Capstone Project/Thesis, and submit the final revisions for evaluation.

Evaluation

Evaluation criteria are those appropriate for post-BA, generalist, self-directed, research-based, persuasive achievement in graduate program. Since the Capstone Projects/Theses are to be developed systematically throughout the program as a whole, and are to represent the student's highest academic achievement in the program, the evaluation standards and expectations are naturally higher in IDST 699 than those in a single course.

Preparing for the Individualized Capstone Course

The Individualized Studies Capstone is where Capstone Projects/Theses are brought to completion. Before registering for IDST 699, students must devote considerable time and attention toward developing their Project/Thesis. This means taking multiple graduate-level courses, having consultations with faculty advisors, doing independent research and reflection, and writing drafts for components of the Project/Thesis. In ISDT 699, students focus largely on revising, refining, and completing their Capstone.

Before registering for IDST 699 student must:

- Complete IDST 600.
- Confer regularly with advisor and other faculty to discuss program progress.
- Complete at least 24 additional credits in the graduate program.
- Maintain a cumulative GPA of at least 3.0. Students should consult with the Graduate Program Director if their GPAs ever fall below 3.00.
- Submit a completed Capstone Application to the Graduate Program Director.

You are encouraged and expected to complete your capstone the first semester you register for it. However, if you are unable to do so, you may request an extension to re-register for the course. Such a request may be granted for up to two semesters by the Program Director. Requests must be made in writing and should include:

- the reason(s) for requesting the extension
- a summary of your plan to finish graduation requirements

Students are not allowed to register for the course more than three times.

Applying to the CIS Graduate Program

Academic Progress Policy

Students are responsible for understanding the Academic Progress Policy, and for monitoring their academic progress and immediately notifying the Graduate Program Director of a low grade or non-completion of a class or other learning.

To remain in good standing and to be qualified for graduation, students must maintain a cumulative grade point average of at least 3.0. Grades below C do not apply to program requirements, but are calculated in the cumulative grade point average.

Academic Probation, Dismissal and Reapplication Satisfactory Academic Progress

- Students must maintain satisfactory academic progress to remain in the program.
- Only courses with a letter grade of C (2.0) or better count toward degree requirements; and a cumulative grade point average of 3.0 is required for admission to IDST 699, and for graduation.
- Students with a cumulative graduate GPA below 3.0, or who do not complete 67% of the graduate credits attempted, will be placed on academic warning for a semester. Students

may be suspended from the program if, after the warning semester, their academic performance has not improved to satisfactory levels.

- Students suspended from the CIS graduate programs for unsatisfactory academic progress, may reapply after one calendar year has passed. Re-admission decisions are made by the CIS Admissions Committee and are not automatic.
- Only courses with letter grades (A–C) are applied to the MA/MS degree, except in the case of graduate internships, which may be graded S–NC.
- Students should immediately consult with the Graduate Program Director if they have questions or concerns about their academic standing.

Appeal of Unsatisfactory Academic Progress Removals from the Program

Students suspended from the program for unsatisfactory academic progress may appeal the suspension to the College of Individualized Studies dean. The appeal must be in writing and it must provide specific grounds for the appeal. The appeal to the dean is due within 30 days of receiving confirmation of suspension from the program; appeals received after 30 days will not be considered.

Reactivating into the CIS MA/MS Program

Should a student who is admitted to the CIS graduate program not be able to start the program and register for courses, they will be able to retain their accepted status for up to a year; students in this situation should consult with the Graduate Program Director. Students who have been admitted but do not register for courses for more than a year without consulting with the Graduate Program Director will be dropped from active status and will need to reapply to the program.

Similarly, students who started the program and are in good academic standing, but who have not registered for courses for three calendar years, must reapply to the program. If readmitted, students are required to satisfy the degree requirements in force at the time of readmission, if those requirements differ from those in force at the time of original admission.

Time to Completion

Students have five years from the first semester of graduate study to complete their degree program requirements. An extension of the time limit may be requested by writing to the Graduate Program Director. Such requests must be received prior to the expiration of the time limit. Requests for extensions should include:

- the reason(s) for requesting the extension,
- a summary of the student's plan to finish graduation requirements, and
- a specific date for the extension to expire.

Extension decisions are made by the Graduate Admissions Committee, are not automatic, and cannot be appealed.

Minimum Admission Requirements

Applicants must demonstrate evidence of readiness for graduate study including an earned baccalaureate degree from a regionally accredited institution (or equivalent) with a minimum undergraduate GPA of 3.0 (on a 4.0 scale).

Applicants with competence-based transcripts and no calculated GPA will be considered.

Exceptions to this GPA standard may be made based solely upon the CIS Admissions Committee's recognition of special circumstances for the lower GPA and the candidate's clear demonstration of additional compensatory strengths. In the case of a GPA lower than 3.0 you may submit a supplementary letter along with the admissions essay addressing the reasons for the lower GPA and your plan to be successful in graduate school.

Admission is not guaranteed.

Application Deadlines

The following deadlines apply for resident and non-resident (international students):

- Fall Semester April 1
- Spring Semester September 1
- No Summer Admissions

Applications received by the deadline will be reviewed by the CIS Admissions Committee, which will report its decision to each applicant within a month after the deadline.

Admission is based on meeting a number of qualifying criteria, detailed below. In addition, every semester there will be a limited number of seats available. If you meet the criteria but are not admitted due to limited space, the Admissions Committee may grant deferred admission.

Application File Requirements

A complete application file consists of two parts (three for international students). Begin the application process by first applying online using the <u>online graduate application</u>. All application materials become the property of Metropolitan State University and are not returned. All application materials must be received in the Graduate Studies Office by the application deadline, and will be made available to the CIS Admissions Committee for review.

The Admissions Committee will make decisions only if your application is complete. Note that if you are completing a four-year program you may apply to the graduate program if you are in your final year; however, you cannot start the graduate program until you have finished your bachelor's degree.

Please note: depending on your focus area there may be additional admission requirements at a later time. Please see page 6 of this handbook for the note.

Part one

- Complete the <u>Online Graduate Programs Application</u>, using your Minnesota State StarID. If you don't have a Minnesota State StarID you will create on at the beginning of the application.
 - If you don't have or choose not to provide your Social Security number (SSN), please follow the No SSN instruction to activate your StarID. If you encounter difficulty with the online application, please email <u>graduate.studies@metrostate.edu</u>.

- Non-refundable application fee, paid online
 - The current fee of \$20 is waived for graduates of Metropolitan State, certified veterans and active military.
- Official transcripts
 - Must show a bachelor degree or equivalent earned from a regionally accredited institution with grade-point average or narrative description describing courses completed.
 - Transcripts from ALL schools attended after high school and from any graduate or professional programs are required.
 - All transcripts from non-U.S. schools must be evaluated (course-by-course) by either ECE (preferred) or WES.
 - Electronic transcripts should be sent to graduate.studies@metrostate.edu.
 - Paper transcripts should be sent directly from the sending institution (preferred) to:
 - Metropolitan State University Attn: Graduate Admissions 700 East Seventh Street Saint Paul MN 55106

Part two

After you have submitted your online application, log in to the <u>Applicant Portal</u> using your Star ID and password to upload application materials, and check on the status of your application. The Applicant Portal will indicate any missing application items.

- Two professional letters of recommendation: submit reference contact information using the online application.
 - The most effective letters may be from professors familiar with your work in upperdivision courses, and able to comment on your preparation for advanced study.
 Personal references will not be considered. Applicants should remind their references of the application deadline when speaking with them.
 - Once submitted, references will receive a "no reply" email from Minnesota State with a link to the recommendation form.
 - References should check junk mail if the email is not in their inbox. The link is good for 60 days, however, the application deadline may be sooner.
- Admission Essay; Upload via the Applicant Portal using your StarID.
 - Your admission essay will serve as both a goals statement and a writing assessment. The admissions essay is extremely important to the application review process. Submit your essay in 900-1000 words, using 12-point font, double-spaced, clearly written, well-organized, with correct grammar, accurate spelling and punctuation, good sentence structure, and clear sub-headings. Make sure that you carefully address each of the following:

- Pledge of Authorship: Please begin your admissions essay with the following statement: (Your essay will not be accepted if this is not included.) I, (complete name)______, verify that this admissions essay is my own work, and I am fully aware that discovery otherwise will invalidate my entire application.
- Why you are interested in graduate individualized study (focus either on the MA or the MS option)?
- How do you feel your previous experiences, academic or otherwise, have prepared you for this program?
- What subjects and what disciplines are you interested in, and why?
- What skills and knowledge do you expect to gain through this program?

Part three - international students only

In addition to documents required for all applicants in parts one and two, international students in the U.S. or abroad, on any type of visa are required to provide this information.

Required by the application deadline:

- Proof of English proficiency (Official TOEFL or IELTS score)
 - Official scores must be submitted, student copies are not acceptable. Metropolitan State University's school code for TOEFL is 6445.
 - Minimum scores: TOEFL 80 IBT, 213 CBT, 550 PBT or IELTS 6.5
 - IBT=internet based; CBT=computer based; PBT=paper based
 - An English proficiency report is not required for applicants who have received a degree in the U.S. or have completed a minimum of 16 credits.

The following is needed, if you are offered and accept admission to the program:

- Financial statement (F1 visa only)
- Immunization records
- Copies of passport, visa, I-94, and international home address and phone numbers
 - Mailing address:
 International Student Services
 Metropolitan State University
 700 East Seventh Street
 Saint Paul, Minnesota, 55106-5000

Please visit International Student Services graduate admissions for part three details.

Questions about Applying to the CIS Graduate Program?

• Questions about the online application, fee, transcripts/transcript evaluations, online references and document upload feature can be sent to <u>graduate.studies@metrostate.edu</u> (preferred) or call 612-659-7150.

• Questions about Part Two requirements or the program in general, please contact Prof. Daniel Woldeab, Graduate Program Director, at <u>daniel.woldeab@metrostate.edu</u> (preferred) or call 612-793-1781.

262 St. John's Hall 700 East Seventh Street Saint Paul, MN 55106-5000

Appendix A – CIS Professors & Independent Study Topics

If you are interested in Graduate Student Designed Independent Studies (SDIS), CIS faculty offer the following areas of interest and expertise.

Professor Charles Tedder

- American literature after 1900
- Literature and human rights
- Literary and critical theory
- Science fiction, futurism, and utopian studies
- Fantasy, popular culture, and genre studies

Professor Carol Lacey

- American studies
- Women's studies (history, public policy and advocacy)
- American history (women's history, Minnesota history, social history, intellectual history, constitutional history, juvenile justice)
- Family studies (public policy and advocacy)
- Journalism and mass communication
- Classical music history, theory, performance

Professor Sheila Kunkle

- Film studies (theory and analysis: American film, contemporary film, world film, foreign films, genres)
- Adult education (theory, practice, and philosophy)
- Psychoanalytic theory, culture, and major thinkers
- Politics and civic engagement
- Cultural studies

Professor Daniel Woldeab

- Adult education
- Adult literacy
- Human resources development
- Organizational leadership and policy
- Work and human resources education

- Technology and pedagogy
- Technology and culture
- Cultural competency, acculturation, and acculturative stress and anxiety

Professor Gemma Punti

- Undocumented immigrants (policy, education, work, and health)
- Live experiences of immigrants and refugees (education, work, health)
- Immigration policy (theory and practice)
- Cultural assimilation
- Community-based research
- Academic civic engagement
- Language planning and policy
- Cultural competence/humility and civic skills

Professor Richard Bohannon

- Religious studies (sociology of religion, U.S. religion, early Christianity, religious environmentalism)
- Environmental studies (American environmentalism, environmental social theory)
- Geography (GIS, cartography)