

Handbook for the Master of Education Degree

Instructional Design & Development Track

Department of Instructional Technology

<http://it.coe.uga.edu/>

The University of Georgia
Athens, GA



Welcome to the Department of Instructional Technology!

We are delighted to have you join our learning community and look forward to helping you achieve your goals and expectations. This is a very exciting time to be in our profession. The field of Instructional Technology is presented with many opportunities and challenges due to new media advances in learning theory, and society's increasing expectations of our schools and other education and training organizations.

This Masters Handbook for the Instructional Design & Development track is intended to assist you in planning your program of studies and monitoring progress toward your degree. Because no single document can cover all individual situations and needs, your advisor and all of us stand ready to assist you in other ways to assure the timely completion of your degree. I also encourage you to periodically check our departmental website for any updates and other timely information.

I encourage you to take advantage of other learning and professional development opportunities such as attending our seminars, participating in social events and becoming actively involved in the Instructional Technology Student Association (ITSA). Opportunities also abound to work on projects, engage in service activities, and gain valuable intern experience.

Feel free to contact me anytime. Once again, welcome.

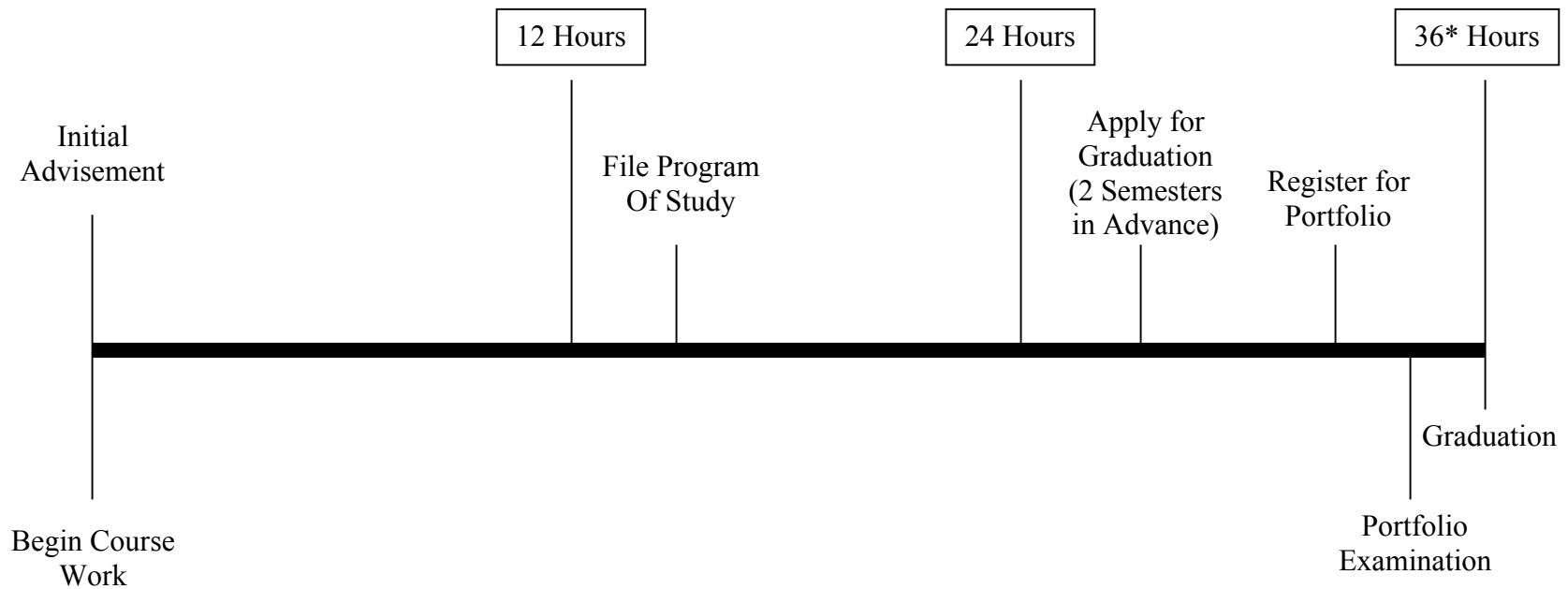
Sincerely,

Robert Maribe Branch, Ed.D.
Professor and Department Head, Instructional Technology

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**Department of Instructional Technology
Major Events of M.Ed. Program**



***Note:** This is the minimum # of credit hours.
Additional credit hours may be needed.

Introduction

The purpose of this handbook is to describe the goals, requirements, and procedures of the Instructional Design & Development track of the Master's Degree Program in the Department of Instructional Technology.

An important resource for the students in the M.Ed. Program is the IT Department Home Page. You should get acquainted with this web site as soon as possible:

<http://it.coe.uga.edu/>

The most current versions of important documents (including guidelines, advising guides, and forms) can be found within this web site.

Within the M.Ed. degree offered by the department, there are three distinctly different tracks that lead to different career qualifications. The first track, known as Instructional Design & Development, qualifies graduates as instructional designers and instructional technologists in a wide variety of business and educational settings. The second track, known as the Technology Integration Program (TIP), is exclusively intended for full-time K-12 educators, especially those seeking to become a technology coordinator in a Georgia public school. The third track, known as School Library Media, is a specialized program leading to Georgia state certification as a Library Media Specialist. Students in all three tracks take many similar courses. If you wish to switch tracks, you will need to speak with the Graduate Coordinator. Please note that space is limited within each of the three tracks. There are also two other degree programs in the department: Ed.S. and Ph.D. Despite the different goals and purposes of these various degrees, all our students share the important goal of helping people of all ages reach their full potential through education and training. You should expect to collaborate with, learn from, and help teach all students and faculty in the department.

Overview of the Degree

Successfully completing a M.Ed. degree can be summarized by the following three expectations:

1. Completion of 36 semester hours consisting of both required and elective courses;
2. Developing, presenting, and defending a professional portfolio that provides evidence of your knowledge, skills, and abilities related to instructional technology;
3. Becoming a contributing member of our department's culture of professional development.

The first two expectations are described next. However, the third expectation is much harder to explain. It requires all students to accept the role of being active learners who are willing to take initiative, action, and responsibility for their own learning plus be a willing collaborator with other students and faculty in the department. When we all work together and take on these responsibilities as individuals, the culture of professional development can be maintained.

The M.Ed. Curriculum: Instructional Design & Development Track

The heart of the M.Ed. experience is the curriculum consisting of a minimum of 36 semester hours (see the Advisement Guide in the Appendix). Below is an overview of the 12 courses that make up the curriculum, listed in the general order in which the courses are taken:

- **EDIT 6100 Introduction to Instructional Technology** (3 credits)
This course provides an overview of the Instructional Technology profession and its foundational areas of instructional design, management, educational media, and learning and cognition.
- **EDIT 6170 Introduction to Instructional Design** (3 credits)
This course introduces participants to the skills and processes leading to the design, development, and evaluation of instruction.
- **The Studio Experience** (9 credits)
This consists of three courses taken in this order: EDIT 6190 Design and Development Tools (3 credits), EDIT 6200 Learning Environments Design I, and EDIT 6210 Learning Environments Design II
Notes: EDIT 6190 and EDIT 6170 are prerequisite to EDIT 6200; EDIT 6190 may be repeated for 3 additional credits as either an elective, or to fulfill the “Advanced Development” requirement; see below.
- **EDIT 6400 Emerging Approaches to Teaching, Learning & Technology** (3 credits)
This is a theory-based course that introduces students to cognition and technology’s role in facilitating human learning. Topics include Situated Cognition, Anchored Instruction, Goal-based Scenarios, etc.
- **Advanced Development** (3 credits)
Students are required to take one additional course to provided additional experience in either instructional or multimedia development. Taking any one of the following courses will fulfill this requirement:
 - EDIT 6180 Instructional Development
 - EDIT 6190 Design & Development Tools (additional 3 credits)
 - EDIT 6500 Educational Television Production
 - EDIT 7500 Technology-Enhanced Classroom Environments**(Note:** Any or all of these courses can also be taken as electives.)
- **Electives** (12 credits)
Each student chooses a total of 12 semester hours with approval by the major professor. These courses can be taken in and out of the department but must be at the 6000 level or above. Examples include an introduction to computer-based education, project management, evaluation, telecommunications/distance learning, adult education, etc. Most students will take EDIT 7460 Internship in Instructional Technology as an elective at the end of their program. The purpose of this internship is to give each student experience in applying their Master’s skills in an actual field setting over an extended period of time.

- **EDIT 6900 - Research Methods in IT** (3 credits)
In this course students design, implement and write-up/publish a study related to their interests. This course is typically taken at the end of the program.

Portfolios and the M.Ed. Final Examination

As outlined in the Graduate Bulletin, all M.Ed. candidates must pass a final examination administered by the department. Starting in 1994, the department decided to base this required examination on a set of procedures typically called portfolio assessment. The purpose of the portfolio is to provide an opportunity for each candidate to present a record of themselves to faculty and other students for critical assessment. Each candidate is required to construct a portfolio that represents the candidate's competence at the Master's level. The portfolio is a tangible document that consists of course documents and other materials as described in the "Portfolio Examination Guidelines" (a copy is in the Appendix). A PDF copy can be downloaded at the following web site:

<http://it.coe.uga.edu/pdf/portguide.pdf>

The portfolio is an integral part of the preparation for the required oral examination at the end of each student's graduate program. Your portfolio is not something you prepare later, but rather something you begin developing at the very start of your graduate experience. You should begin building your portfolio on the first day of your first M.Ed. class. Of course, it is expected that the format and content of each portfolio will differ widely among students.

Procedures for Completing Master's Study

The information provided in this handbook is for your reference. Although guidelines and policy change regularly, every attempt has been made to reflect the most accurate information at the time of press. University and college policy prevail in any cases of conflict. Consult with your advisor before making any significant decision to assure it is in agreement with current procedures or requirements.

All of the Graduate School forms can be found at the following web site:

http://www.gradsch.uga.edu/For_Students/Enrolled_Students/Enrolled_Students_Forms.html

Students may fill them out and then print them, however **they cannot be submitted electronically.**

A. Initial Advisement for Course Work

1. Following admission to the program, you will be sent a letter welcoming you to the department. The name, email, and phone number of the faculty member assigned as your advisor will be contained in that letter. Contact your advisor as soon as possible to make

an initial appointment to discuss developing a draft program of study. The Advisement Guide (see Appendix) should be used to assist in planning.

2. Students should consult with their advisor about background courses that should be included in their program of study.

B. Coursework

1. It is your responsibility to schedule an appointment with your advisor prior to registering each semester. Plan well in advance to avoid congestion and stress during the last days of registration. Consult OASIS for deadlines.
2. The Graduate Bulletin states: "A full-time course load is nine hours per semester during the academic year and six hours during the summer semester" (p. 22). It also provides further information about minimum and maximum loads. If you are using financial aid, check with your account manager to find out what requirements they may have about qualifying course loads.

C. Program of Study

1. The Program of Study should be submitted to the Graduate School when you have completed between 12 and 18 hours (about the half-way point).
2. The Program of Study should be discussed with your advisor before being completed and then approved by your advisor, the Graduate Coordinator, and the Graduate School.
3. After approval of the Program of Study, your advisor, the Graduate Coordinator, and the Graduate School must approve all program changes.

D. Application for Graduation

Students must apply for graduation in Room 552 of the Graduate School. Call 542-4803 for the deadline. (Note that this deadline usually falls at the start of the semester prior to the semester in which the student plans to graduate. For example, the deadline for August graduation occurs early in January.)

E. Portfolio Examination

1. Prepare your portfolio in accordance with the Portfolio Examination Guidelines (a copy is in the Appendix).

2. You must be registered for at least 3 semester hours during the semester in which you submit your portfolio for examination. You must also be registered for at least 3 semester hours during the semester in which you plan to graduate.
3. A committee of 3 departmental faculty, including the candidate's major professor, reviews the candidate's portfolio. The student, in consultation with the major advisor, chooses the other two committee members.
4. You must submit the "Masters Portfolio Notification" form to the Department Secretary in Aderhold Room 604 at the beginning of the semester in which you will submit and present your portfolio (Note: this form is updated every semester and can be obtained from the Department's web site). The actual deadline for submitting this form is announced by the Graduate Coordinator, but is generally around week 3 or 4 of the semester.

Among the information required on this form are the following: The names of your graduate committee; the date, time, and room number of portfolio presentation; signatures of both the candidate and the major professor.

5. You must submit your completed portfolio for departmental review by the date announced by the Graduate Coordinator. This date generally occurs around mid-semester. Please note that your portfolio must first be judged as "ready for review" by your advisor. This means that your advisor needs time to review your portfolio to make sure that all required sections are included and that the portfolio is well written. It is recommended that all students submit their portfolios to their advisors for this preliminary review at least one week prior to the department's deadline to allow time for revisions. Any portfolio not completed by the deadline announced by the Graduate Coordinator will not be reviewed that semester.
6. There are specific dates on which all portfolios must be presented to the department our portfolio presentation must be scheduled to take place during the dates announced by the Graduate Coordinator.

F. Graduation

Congratulations!

You are invited, but not required, to participate in Commencement ceremonies sponsored by the Graduate School and Convocation sponsored by the College of Education.

Computer Resources

It is difficult to imagine any professional working today without ready access to adequate computer resources. This is especially true among those working in the Instructional Technology profession given our increasing reliance on computer technology. While the department stops short of making it a requirement, it is highly recommended that students purchase their own computer along with core software applications. This is a good investment, not only for completion of your graduate studies, but also for your future as an IT professional. Faculty will be happy to discuss recommended configurations with you.

If you do not purchase your own computer and software applications, then you will necessarily be tied to the computer hardware and software resources available in the College of Education computer labs. These resources are limited both in scope and access, plus many other groups in the college share them. Therefore, you will need to manage your time to arrange your schedule to conform to times that the labs are open. Everyone needs to comply with the computer lab procedures and policies established and maintained by the Office of Information Technology (e.g. limited lab schedules, costs for all printing, etc.), under whose authority falls most of the hardware and software resources. Expect and plan for the following: (a) peak hours when many people will be competing for available hardware and software; and (b) the inevitable technical problems that computer hardware and software present. You need to recognize that the available resources necessary to complete the program requirements will be constantly strained.

Email and Departmental Listserv (EDIT-L)

Email is the official means of communication within the Department of Instructional Technology. You may use any email account you wish. When you are admitted to the Department, you will be automatically subscribed to the Department's listserv – EDIT-L@LISTSERV.UGA.EDU — using the email address included in your application. If your email address changes, it is your responsibility to notify the department. All important announcements are distributed to students in the department only using the EDIT-L listserv and all students are required to remain subscribed to it while a student. You are responsible to check your email frequently.

The University provides several computer resources to registered students, such as a University email account along with web server space. Almost all of these services are accessed using one special university account called “MyID”. You will probably get a MyID account as part of the orientation process for new students. However, you can also go to the MyID website — <http://www.uga.edu/myid> — to request an account. A MyID account is also required for many course resources and activities (such as an online learning resource used by many classes called WebCT), so be sure to get and become acquainted with your MyID account soon after being admitted.

Also note that the College of Education also provides email accounts to students. These are generally known as “COE” accounts. Go to the web site of the College's Office of Information Technology — <http://www.coe.uga.edu/oit/> — for more information.

Appendix A: Important Web Resources

Important Instructional Technology Web Resources:

M.Ed. in Instructional Technology (Instructional Design & Development Track) Advisement Guide

<http://it.coe.uga.edu/pdf/advisemed.pdf>

Portfolio Examination Guidelines for the Master's Degree

<http://it.coe.uga.edu/pdf/portguide.pdf>

Important UGA Graduate School Web Resources:

Program of Study Form

http://www.gradsch.uga.edu/Forms/body_prgnonphd.pdf

Recommended Change in Program of Study Form

http://www.gradsch.uga.edu/Forms/body_recochgprog.pdf

Transfer of Credit Form

http://www.gradsch.uga.edu/Forms/body_reqtrfcrc.pdf

Application for Graduation

http://www.gradsch.uga.edu/Forms/body_application.pdf

Appendix B: Advisement Guide

<http://it.coe.uga.edu/pdf/advisemed.pdf>

Appendix C: Portfolio Examination Guidelines

<http://it.coe.uga.edu/pdf/portguide.pdf>

Appendix D: Internship Guidelines

http://it.coe.uga.edu/pdf/Intern_Guide_IDD.pdf