IUP Graduate Handbook

Education, Training, and Instructional Technology

Department of Professional Studies in Education

Handbook Updated *2021-2022*

Education, Training, and Instructional Technology M.A

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Introduction

Welcome to the Education, Training, and Instructional Technology M.A. program in Instructional Design and Technology (ETIT-IDT) at Indiana University of Pennsylvania. By deciding to pursue your graduate degree in the Department of Professional Studies you are joining a dedicated and unique community of scholars who are passionate about education and training across diverse environments and contexts. For more information about our program, check out our Student Guide

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for academic success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

To contribute to the future, I will strive for the betterment of the community, myself, my university, the nation, and the world.

Affirmative Action

www.iup.edu/gradcatalog

Title IX Reporting Requirement

www.iup.edu/gradcatalog

Student Conduct and Student Rights

www.iup.edu/studentsupportandstandards/policies/
www.iup.edu/gradcatalog

Department of Professional Studies

For more information about the Department of Professional Studies in Education, check out our website: https://www.iup.edu/pse/

Mission Statement and Program Objectives

The ETIT-IDT M.A. helps students acquire knowledge and skills in theory and research in instructional design, training, adult education, and in the applications of current and emerging instructional technologies in education and training.

Upon completion of the program, students will be able to:

1. Design education and training programs for a variety of settings and learners, including goals and objectives, learning content, assessment, and evaluation plans.
2. Evaluate instructional technologies for education and training programs.
3. Create effective learning environments using digital technologies.
4. Practice digital pedagogy across a variety of learning environments.
5. Synthesize the literature, research, and theories in instructional design, education technology, and training to professional practice.

Faculty and Staff

For additional information about our faculty and staff, review our PSE Faculty Information page.

Admission

Admission Information

The ETIT Program follows the graduate school admissions criteria when reviewing applicants. For more information regarding applying to the program please review the information on the Graduate Admissions page: https://www.iup.edu/admissions/graduate/

International Admissions

We welcome international students into our program. If you are interested in applying as an international student, please review the information at the office of International Admissions website: https://www.iup.edu/admissions/international/graduate-student-requirements/

Graduate Admissions: www.iup.edu/admissions/graduate/

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/gradcatalog

Financial Assistance

Graduate Assistantships

Insert program-specific information about graduate assistantships

- https://www.iup.edu/admissions/graduate/financialaid/index.html
- Office of Financial Aid: www.iup.edu/financialaid/

Academic Advisement

While you are enrolled in the ETIT program, Dr. Jacqueline M. McGinty, the ETIT program coordinator will serve as your advisor. To connect with Dr. McGinty you can email her at jmcginty@iup.edu

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/
Graduate Catalog: www.iup.edu/gradcatalog
Office of Student Billing: https://www.iup.edu/student-billing/
Office of the Registrar: www.iup.edu/registrar/
Disability Support Services: www.iup.edu/disabilitysupport/
Office of Social Equity: www.iup.edu/socialequity/
IUP Campus Library: www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/veterans/resource-center/
IUP Writing Center: www.iup.edu/writingcenter/
IUP Career and Professional Development Center: www.iup.edu/career/
IUP Parking Services and Visitor Center: www.iup.edu/parking/
University Policy: www.iup.edu/police/ |724-357-2141
Crisis Intervention 24/7 Hotline: 1-877-333-2470
Student Registration: www.iup.edu/registrar/students/registration-resources/index.html

IUP Email

IUP offers an email account to all active students. **Your IUP email address is the primary means by with the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit https://www.iup.edu/itsupportcenter/get-support/e-mail-and-calendar/general/ to learn more about setting up this account. For more information regarding University Policy on email communications, view the Graduate Catalog: www.iup.edu/gradcatalog

Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

Programs and Degrees

Master's Program

Education, Training, and Instructional Technology (ETIT) combines instructional technology with distance education technology, and adult education and training. Our unique curriculum prepares IDT students for the education and training jobs of tomorrow.

Our graduates work as instructional designers, trainers, distance educators, and program planners in a variety of professional settings such as in colleges and universities, business and industry, government, health care, and other types of organizations.

The Master of Arts in Education, Training, and Instructional Technology examines a variety of topics, including:

- Instructional design
- Distance education
- Adult learning theory
- Digital pedagogy
- Education technology
- Program planning and evaluation
- Instructional media development

Academic Requirements and Curriculum
Courses for both thesis and non-thesis students

- ETIT 600 - Introduction to Instructional Design (3)
- ETIT 610 - Learning Management Systems (3)
- ETIT 617 - Distance Education Technology (3)
- ETIT 622 - Program and Project Planning and Evaluation (3)
- ETIT 624 - Designing Accessible and Inclusive Instruction (3)
- ETIT 630 - Digital Pedagogy (3)
- ETIT 700 - Advanced Instructional Design (3)

Additional course for non-thesis option

- ETIT 698 Internship and/or Elective (6)
- ETIT 698 or GSR 615 or other graduate level research course (3)

Additional course for thesis option

- ETIT 795 Thesis (6)
- GSR 615 (3)

Complete Your Degree in Two Years or Less
The ETIT program can be completed either part-time or full-time. The part-time option consists of taking two courses per semester for six semesters over two years. The full-time option consists of taking three courses per semester for four semesters.

Internship/Electives
ETIT non-thesis students are required to take six credit hours of internship and/or electives.

Electives
Electives are offered in the summer session on a variety of topics. Electives may also be taken from other programs in the Department of Professional Studies in Education and other departments and colleges at IUP or transferred to IUP from other institutions.

Because graduate course requirements differ from department to department, students are encouraged to contact the instructor prior to registering for an elective course. All elective courses must meet the Graduate School requirements as a graduate course. Students should consult with their academic advisor prior to registering for an elective.

Internship
Students may complete an optional three- or six-credit internship (ETIT 698). Students wishing to complete an internship should consult the Internship Checklist found in the ETIT Internship Handbook. Internships may be completed any semester.

Thesis/Non-Thesis Option
Students can elect to do a thesis or take the non-thesis option. Students electing the thesis option must complete 24 hours of course credit and six hours of thesis credit (30 hours total). Students electing the thesis option will select a committee of at least three faculty members and complete a thesis project. For information on IUP policies pertaining to writing a thesis, please refer to the Thesis/Dissertation Manual. Students electing the non-thesis option must complete 24 hours of coursework and six hours of internship and/or elective credit (a total of 30 hours). In addition, students electing the non-thesis option will complete a digital portfolio. For a complete description of the ETIT program, and all academic requirements, please see the ETIT Student Handbook.

Course Descriptions

ETIT 600 - Introduction to Instructional Design
Provides an overview of models and processes of instructional design. The purpose of this course is to introduce basic instructional design processes, theories, and models of instructional design, learn the basics of instructional design, and explore history and current and future trends in instructional design.

ETIT 610 - Learning Management Systems
Examines the practical use of computers as tools for developing effectiveness and efficiency in training and education through the use of Learning Management Systems (LMS). Learners explore the use of the computer in school and non-school training and education settings, conduct critical evaluation of LMS and computer-based instructional/training materials, and develop strategies for integrating computing into the total learning environment. Current research in the area of instructional computing and its implications for training and education are also discussed.

ETIT 617 - Education Technology
Explores the use of education technology to enhance effectiveness and efficiency in developing teaching and training. Learners explore the use of technologies used in school and non-school teaching or training settings, conduct critical evaluation of technologies currently used in industry (both educational and corporate), and integrate these technologies into the teaching/training and development environment. Current research in the area of educational technology and its practical implications for teaching and training are also discussed.

ETIT 622 - Program and Project Planning and Evaluation
Provides a hands-on approach to planning education and training programs and instructional design projects. ACE 622 is a knowledge- and skill-building course designed for present and future instructional designers, trainers, and adult and community education professionals. This how-to course examines concepts and practices relevant to the development of education and training programs and instructional design projects in a variety of settings.

ETIT 624 - Designing Accessible and Inclusive Instruction
Provides training on accessibility practices and to demonstrate techniques for creating instruction that is accessible and inclusive for learners with disabilities. This course will provide students with foundational knowledge of disability laws, tips for creating accessible learning materials, and introduce the principles of Universal Design for Instruction.

ETIT 630 - Digital Pedagogy
Examines effective teaching using digital tools across a variety of learning environments. Topics include preparing to teach using digital technologies, basic considerations of synchronous and asynchronous content delivery, strategies for teaching and assessing learners, and issues related to special needs and inclusion that arise in digital learning environments.

ETIT 700 - Advanced Instructional Design
Provides an in-depth analysis of the field of instructional design and application of instructional technology in various learning environments. This course will present students with the opportunity to solve instructional design problems and to develop an original learning activity that incorporates advanced principles of instructional design. The purpose of this course is to provide students with a theoretical and practical understanding of how to design engaging and meaningful learning environments using a variety of technologies and methods to achieve learning outcomes. Students will be introduced to and have the opportunity to further explore topics and current trends and issues in instructional design, including theories, models, evaluation, program and project management, accessibility and diversity, and professional ethics. Prerequisites: ACE 600 or instructor permission.

Evaluation of Students

For information regarding School of Graduate Studies and Research policies on grading, view the Graduate Catalog: www.iup.edu/gradcatalog

Students are evaluated in many different ways throughout the program. We utilize both formative and summative assessment strategies. Each course facilitator sets the course evaluations relevant to the course learning outcomes.

Degree Completion

Program Completion

The non-thesis option is the most popular program completion format for most of our ETIT students. This option leads to a digital portfolio that can be instrumental in securing employment as an instructional designer, trainer, or education technology professional. Students electing the non-thesis option must complete 24 hours of coursework and six hours of internship and/or elective credit (a total of 30 hours).

Students can elect to do a thesis or take the non-thesis option. Students electing the thesis option must complete 30 hours of course credit and three hours of thesis credit (36 hours total). Students electing the thesis option will select a committee of at least three faculty members and complete a thesis project. For information on IUP policies pertaining to writing a thesis, please refer to the Thesis/Dissertation Manual.

For more information, view the Graduate Catalog: www.iup.edu/gradcatalog

Thesis and/or Dissertation Completion

Thesis/Dissertation Defense Department Process or Protocol

Defense of a thesis/dissertation are open, faculty and students are welcome to attend.

Evaluation Outcome for Dissertation and/or Thesis

For students admitted after Fall 2017 – Dissertation and thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student's CGPA.

For students admitted prior to Fall 2017 – Dissertation and thesis credits will be assigned a letter grade as the final evaluation outcome for the credits taken and carry quality points weighted towards a student's CGPA for the number of dissertation credits required for the program. "Extended" dissertation credits are not calculated into a student's CGPA.

For more information ,view the Graduate Catalog: www.iup.edu/gradcatalog

University Policies and Procedures

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact [Program Coordinator] or the School of Graduate Studies and Research.

Academic Calendar
View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

The Following University and SGSR policies can be found at www.iup.edu/gradcatalog
Academic Good Standing
Academic Integrity
Bereavement-Related Class Absences
Continuous Graduate Registration for Dissertation and Thesis
Grade Appeal Policy
Graduate Fresh Start Policy
Graduate Residency Requirement
Leave of Absence Policy
Time Limitations
Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

Time-to-Degree Extensions for Master's Thesis and Doctoral Dissertation
Transfer of Credits Policy

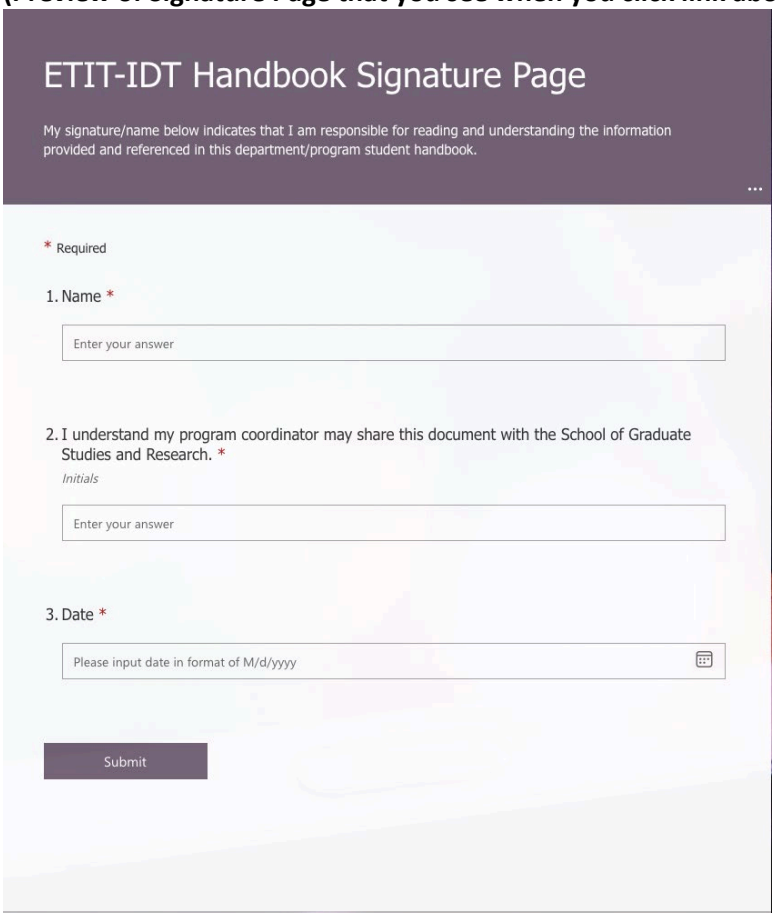
Research

www.iup.edu/gradcatalog
www.iup.edu/research/

Signature Page

Please follow this link to electronically submit your signature page by October 1, 2021:

ETIT Handbook Signature Page 2021-22

The Education, Training, and Instructional Technology M.A. program will keep this signed document on file.

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