



IUP Graduate Handbook

M.A. Education, Training, & Instructional Technology
Instructional Design & Technology Program
Department of Professional Studies in Education

Handbook Updated *August 2020*

M.A. Education, Training, & Instructional Technology

Instructional Design & Technology Program

Department of Professional Studies in Education

303 Davis Hall

724-357-2400

Program Website: <https://www.iup.edu/pse/grad/instructional-design-technology-ma/>

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INTRODUCTION

Welcome to the Instructional Design and Technology program 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.

The Master of Arts in Education, Training, and Instructional Technology track in Instructional Design & Technology (ETIT-IDT) began at Indiana University of Pennsylvania (IUP) in 1996. The program was originally called, Adult Education and Communications Technology (AECT). In 2017, the AECT track was revised to become our current program in Instructional Design and Technology. The revised curriculum addresses current trends and technology in the ever-expanding instructional design, instructional technology, and training fields. ETIT-IDT graduates pursue careers in higher education, K-12 schools, corporate, government, and other training environments. In 2019, after transitioning to the department of Professional Studies in Education, we renamed our program to Master of Arts in Education, Training, and Instructional Technology (ET IT). The M.A. ET IT-IDT program consists of 30 credits, leading to a Master of Arts degree in Education, Training, and Instructional Technology with a track in Instructional Design. The graduate program can be completed at a distance with both full-time and part-time attendance options.

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/studentconduct/policies/
www.iup.edu/gradcatalog

Department of Professional Studies in Education

For more information about the department of Professional Studies in Education please visit the following link:

<https://www.iup.edu/pse/>

Mission Statement and Program Objectives

Following are the mission statements and learning outcomes for the Instructional Design and Technology Program.

The **Master of Arts in Education, Training, and Instructional Technology** helps students acquire knowledge and skills in theory and research in instructional design, training, adult education, digital pedagogy, and in the applications of current and emerging instructional technologies in education and training.

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

Faculty and Staff

For more information regarding faculty and staff in the department of Professional Studies in Education please visit the Department of Professional Studies homepage at the following link: www.iup.edu/pse/
The program coordinator for the Education, Training, and Instructional Technology program is

Dr. Jacqueline M. McGinty
104 Davis Hall
Indiana University of Pennsylvania
jmcginty@iup.edu
(724) 427-5407
Office Hours by appointment

Zoom Link: <https://iupvideo.zoom.us/j/167301901>

Admission

The ETTT-IDT faculty members maintain that there are many factors that facilitate or inhibit success in graduate school. To reflect such a philosophy in practice, the faculty strive to use a holistic approach for admissions. Among the criteria used are professional experience, personal and professional goals, ability to effectively communicate both verbally and in writing, as well as traditional criteria such as test scores and previous graduate and undergraduate grades. Deficiencies in any of these areas may be offset by strengths in other areas. A close examination of both the person and the data is made for all prospective students.

Admissions information can be obtained from:

Admissions Office
Sutton Hall, Suite 120
1011 South Drive
Indiana University of Pennsylvania
Indiana, PA 15705
Phone: 724-357-2222; Fax: 724-357-4862
graduate-admissions@iup.edu

Admission Requirements and Procedure

- Application Form - The application form must be completed online at <http://www.iup.edu/admissions/graduate/howto/default.aspx>. To complete the application if you are a current or former IUP student, log in with your current credentials to proceed. If you are not an IUP student, click on “First Time User Account Creation.”
- Application Fee - A \$50.00 application fee is required and is submitted upon completion of the online application.
- Official Transcripts - Transcripts from all undergraduate and graduate institutions previously attended must be sent directly to the Admissions Office from the institution(s) where you completed the credits. Official transcripts must be in a sealed envelope with the registrar’s seal. Transcripts from IUP do not need to be sent by the applicant, the Admissions Office will request these directly from the Registrar’s Office.
- Two Letters of Recommendation - Two letters of recommendation are required. If you are a recent graduate, academic letters are preferred. Otherwise, professional letters of recommendation are acceptable. These letters must be sent in hard copy form or via ***email*** to the Admissions Office at graduate-admissions@iup.edu.
- Goal Statement - The application also includes a goal statement, which is particularly important for determining admission. Care should be taken to write your goal statement so that it communicates clearly and concisely your professional goals and how the Master of Arts in Instructional Design & Technology program will help you achieve them.

- *Current Resume* - A current resume is required.
- When the Admissions Office has received all the preceding information, your application packet is complete. It will then be forwarded to the Education, Training, and Instructional Technology program faculty for review.
- *Student Responsibility and Signature Form* - Upon admission all students are required to sign and return to the Student Signature Form which appears at the end of this handbook. This form indicates the student has read and is familiar with the information provided in the *ETIT-IDT Student Handbook*, and the *Graduate Catalog*. These documents contain essential information for all students in the ETIT-IDT program.

Testing

The Graduate Record Exam (GRE) is *not* required for admission into IUP's Master of Arts in Education, Training, and Instructional Technology. Some applicants may need to take a test for admissions to the ETIT-IDT program.

Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) -

University-established, minimum scores for the TOEFL or IELTS are required of all applicants to the Graduate School whose native language is not English. The tests are required before an applicant can be admitted to a graduate program. The minimum scores are determined by the Graduate School. International students who have an undergraduate degree from an American university do not have to submit TOEFL or IELTS scores.

Miller Analogies Test (MAT) - The MAT is required of applicants with low undergraduate grade point averages to demonstrate aptitude for graduate studies. The minimum score for admission is determined by the Graduate School.

Whether an applicant must take the MAT is dependent upon their undergraduate, cumulative grade point average (GPA). Applicants who have attended an undergraduate institution within the past five years and have an UGPA lower than 2.6 are required by the Graduate School to take the MAT. Applicants whose last attendance at an undergraduate institution of high education was more than five years ago and their UGPA is lower than 2.4 are also required by the Graduate School to take the MAT.

Applications for the MAT must be completed online at

<http://psychcorp.pearsonassessments.com/haiweb/Cultures/en-US/site/Community/PostSecondary/Products/MAT/mathome.html>

Tests need not be taken at IUP or be scheduled through IUP. However, the official results must be sent to the Graduate School at IUP.

For information about tuition, fees and financial aid, go to:

<http://www.iup.edu/admissions/graduate/financialaid/>

The Education, Training, and Instructional Technology M.A. program accepts international students into the track in Instructional Design and Technology for full admissions or provisional admission as outlined by the ALI-P program. For more information, visit:

<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

Each year, the School of Graduate Studies and Research awards graduate assistantships to qualified students. These awards are based on scholarship rather than financial need. Graduate assistants must be available to work with a faculty mentor on a research project or departmental project. A graduate assistant earns a modest stipend and receives a tuition waiver.

Prospective students who are interested in a graduate assistantship can visit the School of Graduate Studies and Research website to learn more about this program and other forms of financial assistance.

www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/

Office of Financial Aid: www.iup.edu/financialaid/

Academic Advisement

The program coordinator, Dr. Jacqueline McGinty will serve as your academic advisor throughout your program. Dr. McGinty will assist you with course planning, registration, and navigating your academic journey.

Program Coordinator Contact Information

Dr. Jacqueline M. McGinty
104 Davis Hall
jmcginty@iup.edu
(724) 427-5407

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/

Graduate Catalog: www.iup.edu/gradcatalog

Office of the Bursar: www.iup.edu/bursar/

Office of the Registrar: www.iup.edu/registrar/

Disability Support Services: www.iup.edu/disabilitysupport/

Office of Social Equity: www.iup.edu/social-equity/

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 <http://www.iup.edu/parking/>

University Police <http://www.iup.edu/police/> | 724-357-2141

Crisis Intervention 24/7 Hotline: 1-877-333-2470

Student Registration: www.iup.edu/registrar/students/registration/

Insert additional links and information as deemed necessary and helpful for your students.

IUP Email

IUP offers an email account to all active students. Your IUP email address is the primary means by which 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 www.iup.edu/itsupportcenter/howTo.aspx?id=23401 to learn more about setting up this account. For more information regarding University policy on email communication, 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

The Master of Arts in Education, Training, and Instructional Technology, track in Instructional Design and Technology, consists of a minimum of 30 credit hours (10, three-semester hour courses). Students may elect to complete either the thesis or non-thesis option. The non-thesis option requires a portfolio. The requirements for the program consist of the courses listed below. Course descriptions appear in Appendix A.

Students are encouraged to pursue an internship as part of their academic program. 3-6 credit hour internships are available on and off campus. Students can pursue their own internship sites in consultation with their advisor. Internship information is available at the following link:

<https://www.iup.edu/pse/grad/instructional-design-technology-ma/curriculum/>

Courses should be selected in consultation with your academic advisor. It is your responsibility to contact your academic advisor to discuss course selection, graduation requirements and other related issues.

Fall Courses

ETTT 600 Introduction to Instructional Design

ETTT 610 Learning Management Systems

ETTT 630 Digital Pedagogy

ETTT 745 Research and Trends in Instructional Design & Technology

ETTT 698 Internship in Education, Training, and Instructional Technology

Spring Courses

ETTT 617 Education Technologies

ETTT 622 Program and Project Planning and Evaluation

ETTT 700 Advanced Instructional Design

ETTT 698 Internship in Education, Training, and Instructional Technology

Summer Courses

ETTT 624 Designing Accessible and Inclusive Instruction

ETTT 650 Current Topics in Instructional Design and Technology

Course Descriptions

ETTT 600 Introduction to Instructional Design (3 credit hours)

This course 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 to explore history and current and future trends in instructional design.

ETTT 610 Learning Management Systems (3 credit hours)

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.

ETTT 617 Education Technologies (3 credit hours)

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.

ETTT 622 Program and Project Planning and Evaluation (3 credit hours)

Provides a hands-on approach to planning education and training programs and instructional design projects. ETTT 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.

ETTT 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.

ETTT 630 Digital Pedagogy (3 credit hours)

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.

ETTT 650 Current Topics in Instructional Design and Technology (3 credit hours)

Explores current issues, trends, and topics in depth in a workshop format. Topics will be selected by the faculty and announced in advance of the semester in which the course is to be offered. Topics may include issues in distance education, digital literacy, training, educational media development, adult education, and current issues in research. Prerequisite: Permission of the instructor.

ETTT 700 Advanced Instructional Design (3 credit hours)

This course 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 can further explore topics including current trends and issues in instructional design including theories, models, evaluation, program and project management, accessibility and diversity, and professional ethics. Prerequisites: ETTT 600 or Instructor Permission.

ETTT 698 Internship in Education, Training, and Instructional Technology (3 or 6 credit hours)

Internship in Education, Training, and Instructional technology is designed to provide practical experience for students enrolled in the Master of Arts in Education, Training, and Instructional Technology. Students will work under the supervision of a faculty member to design an individualized internship experience.

ETTT 745 Research and Trends in Instructional Design & Technology (3 credit hours)

Practical research in instructional design and technology is designed to have students conduct and report a formal research study in their field of interest. Students formulate a research problem and design a plan of inquiry that will provide an answer(s) to their stated research problem. Students must be able to interpret their research findings and communicate them both orally and in writing at a professional level. Prerequisite: none.

ETTT 795 Thesis in Instructional Design and Technology (1-6 credit hours)

Students selecting the thesis option will complete a thesis project with a committee consisting of at least three faculty members.

Evaluation of Students

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

Evaluation for Graduation

When students apply for graduation (see below) a “graduation checkout” procedure is initiated. Graduation check consists of a review of academic progress by the academic adviser. The advisor will make sure all required courses have been completed (with a grade of C or better), the student has the minimum grade point average of 3.0, and the portfolio has been completed. Upon approval from the academic advisor, the Graduate School also completes a review to ensure program requirements have been met and the registrar’s Office does a final check before issuing the diploma.

Due Dates

Due dates for the Portfolio will be announced at the beginning of each semester. The portfolio is typically due around the 12th week of the semester.

Applying for Graduation

Students must apply for graduation and also RSVP to attend university graduation ceremonies in May and December (note: August grads wishing to attend the university graduation ceremony must attend the previous May’s graduation ceremony; January grads wishing to attend the university graduation ceremony must attend the previous December’s graduation ceremony).

Applications for May graduation must be submitted no later than May 1 for May graduation, August 1 for August graduation, and December 1 for December graduation. Application for graduation can be found at: <http://www.iup.edu/commencement/graduate/how-to-apply-for-graduation/>.

You can RSVP for participation in graduation at: <http://www.iup.edu/commencement/graduate/rsvp-for-graduation/>.

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

Degree Completion

Degree Requirements

Requirements for graduation are presented for the Education, Training, and Instructional Technology program and the track in Instructional Design and Technology.

Master of Arts in Education, Training, and Instructional Technology-Track in Instructional Design and Technology

The Master of Arts in Education, Training, and Instructional Technology, track in Instructional Design and Technology, consists of a minimum of 30 credit hours (10, three-semester hour courses). Students may elect to complete either the thesis or non-thesis option. The non-thesis option requires a portfolio. The requirements for the program consist of the courses listed below.

Courses should be selected in consultation with your academic advisor. It is your responsibility to contact your academic advisor to discuss course selection, graduation requirements and other related issues. The ETIT-IDT Curriculum consists of the following courses:

Courses	Non-Thesis Option	Thesis Option
ETIT 600 Introduction to Instructional Design	3	3
ETIT 610 Learning Management Systems	3	3
ETIT 617 Education Technologies	3	3
ETIT 622 Program and Project Planning	3	3
ETIT 624 Designing Accessible & Inclusive Instruction	3	3
ETIT 630 Digital Pedagogy	3	3
ETIT 700 Advanced Instructional Design	3	3
ETIT 745 Research & Trends in Instructional Design & Technology	3	3
ETIT 698 Internship or Elective	6	0
ETIT 795 Thesis	0	6
Portfolio	Yes	No
Total	30	30

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

Portfolio Completion

Final Evaluation of students for graduation is based on a Digital Portfolio. The Master of Arts in Instructional Design and Technology does not require a comprehensive exam.

Introduction and Background to the Portfolio

A Portfolio is required for all students enrolled in the Instructional Design and Technology (IDT) program. Students are required to create a digital portfolio to showcase their work. A digital portfolio is a website that showcases the students work throughout the program. Popular portfolio website hosting sites include Wix, Weebly, Google Sites, and SquareSpace.

Portfolio Contents

Students will create a digital portfolio to showcase their work throughout the program. Portfolio requirements and sections are described below. Students will be provided with additional information regarding completing the portfolio in ACE 600, ACE 630, & ACE 700.

1. **Basic demographic information**, to include:
 - a. Name
 - b. Address

- c. Phone numbers (Home, work, cell)
 - d. E-mail (after IUP)
 - e. Work position
 - f. Work organization
 - g. Position description Current resume
 - h. Major professional accomplishments
 - i. Publications
 - j. Presentations
 - k. Awards and Honors
 - l. Service to profession/employer/community
2. **Goals and Professional Development:** write a brief statement addressing the following issues:
1) your career, academic, and personal goals. 2) how you will you make a positive difference in your profession, community, and society, and 3) how you will continue to grow as a professional.
 3. **Learning Object:** Provide a summary of your learning object (ACE 617) to include a description of the learning goals and objectives. Include the learning object (embedded or linked) within the portfolio.
 4. **Instructional Design Model:** Create a document or media file (graphic, presentation, paper, infographic, video, etc....) that highlights the instructional design model(s) or approach(es) you believe is/are most appropriate for your work (current or future). Visual model and description should be included.
 5. **Instructional Design Sample:** Include at least one example of a course/training that you created using digital media. Students are encouraged to use Articulate, Captivate, or another design package. The plan should include all elements of design including identifying the content, learners, goals and objectives, learning activities, learner assessment, technology.

Submitting the Portfolio

1. Portfolios are to be submitted by the date specified in the semester that you intend to graduate (typically during the 12th week of the semester in which you plan to graduate).
2. All portfolio items must be posted to your web site.
3. Portfolio documents are to be submitted electronically. Students should send the link to their portfolio via email to the program coordinator: jmcginty@iup.edu

Evaluating the Portfolio

Portfolio's will be graded on a pass/fail basis. They are assessed by a committee of faculty from the department. Students will have the opportunity to resubmit portions of the Portfolio that do not pass. Students may resubmit each section of the Portfolio a maximum of two times. If the Portfolio section does not pass on the third attempt (second resubmission) then the student does not pass the Portfolio.

Thesis Completion

Students planning to do a thesis should consult with their academic advisor as early in the program as possible. Although students are not required to identify the thesis option early, doing so will enhance their ability to complete the thesis in a timely manner. Usually the academic advisor will serve as the chairperson of the thesis committee. However, another faculty person may serve as chairperson if that is more appropriate.

The process of completing a thesis involves the following steps:

1. Identifying your thesis committee chairperson
2. Developing an initial outline of your topic
3. Identifying the other committee members to serve on your thesis committee
4. Submitting the Research Topic Approval Form to the Graduate School
5. Developing your full thesis proposal
6. Having the proposal approved by the Institutional Review Board for the Protection of Human Subjects
7. Defending your proposal to your committee
8. Gathering data
9. Writing the final report
10. Defending the thesis to your committee
11. Making final revisions and submitting the completed thesis to the Graduate School

The thesis defense is the culminating activity of thesis process. The thesis defense is attended by the student and all faculty committee members. Other students, family, friends, and/or faculty may be invited to attend the defense. Attendance of others at the defense must be agreed upon by the student and all members of the thesis committee.

Students planning to complete a thesis should allow a minimum of two semesters after completing coursework to do so. Three or more semesters are usually required to complete a thesis.

Students considering the thesis option are encouraged to consult the Graduate School

Thesis/Dissertation Manual:

<http://www.iup.edu/search/?q=dissertation%20handbook#gsc.tab=0&gsc.q=dissertation%20handbook&gsc.page=1>

Evaluation Outcome for Dissertation and/or Thesis

The thesis in Education, Training, & Instructional Technology is graded on a Pass/Fail basis. At the time of the thesis defense, students will be informed regarding their grade for the thesis. Typically, the thesis defense is conducted as follows: the student makes a brief presentation regarding their research, the committee engages the student with questions on comments about the thesis, and questions and comments may be made by others attending the thesis. At the conclusion of this process, the student (and others) will be asked to leave the room while the committee deliberates. The student is then called back into the room to hear the deliberations of the committee. There are four possible outcomes for the thesis defense:

1. Pass without revisions (or only minor editorial revisions required).
2. Pass with some revisions needed (typically in this case the other members of the committee will sign off on the thesis, but the chairperson will withhold his/her signature until all corrections haven made).
3. Fail but reschedule the defense after major revisions of the thesis. In this case the student will work with the committee members to make major revisions to the thesis. Upon completion a new thesis defense can be scheduled. This option is available to students two times only. If a pass grade is not received on the third defense, then the student has failed the thesis and cannot continue (option #4 below).
4. Fail without rescheduling the defense. In this case the student does not have the option of continuing with the thesis.

Effective fall 2017 for students admitted and students admitted after -- 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.

Ongoing Dissertation and Thesis 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 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 Dr. Jacqueline McGinty 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

www.iup.edu/gradcatalog

Academic Integrity

www.iup.edu/gradcatalog

The Source: A Student Policy Guide: www.iup.edu/studentconduct/thesource/

Bereavement-Related Class Absences

www.iup.edu/gradcatalog

Continuous Graduate Registration for Dissertation and Thesis

www.iup.edu/gradcatalog

Grade Appeal Policy

www.iup.edu/gradcatalog

Graduate Fresh Start Policy

www.iup.edu/gradcatalog

Graduate Residency Requirement

www.iup.edu/gradcatalog

Leave of Absence Policy

www.iup.edu/gradcatalog

Time Limitations

www.iup.edu/gradcatalog

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

www.iup.edu/gradcatalog

Time-to-Degree Extension for Master's Thesis and Doctoral Dissertation

www.iup.edu/gradcatalog

Transfer of Credits Policy

www.iup.edu/gradcatalog

Research

Students in the Instructional Design and Technology track are encouraged to engage in research through coursework and in their professional areas of interest. Research is encouraged through the following courses: ETTT 745, Research and Trends in Instructional Design & Technology. Through these courses students engage in research activities. Students are also encouraged to consider the thesis option (ETTT 698) to engage in an extended academic research experience. For more information, visit the website of the School of Graduate Studies and Research, click www.iup.edu/research/

Signature Page

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this department/program student handbook.

_____ [please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

Print Name

Signature

Date

Submit to jmcginty@iup.edu by October 1, 2020
The Education, Training, and Instructional Technology program will keep this signed document on file.