

M.S. in Instructional Design and Technology Quick Help Guide



2019–2020 Academic Year

Admissions Requirements

To be considered for acceptance into the instructional design and technology program, applicants must meet the following requirements:

- Completed application
- \$40 application fee
- Official transcripts for all previous college work received directly from each institution
 - Applicants must have earned a four-year degree from a regionally accredited institution.
 - Applicants must have an overall GPA of 3.0 out of a possible 4.0, a minimum of 3.0 in the last 60 credit hours of undergraduate study or have successfully completed a master's degree from a regionally accredited institution. **NOTE:** GPAs below 3.0 will be reviewed for conditional admittance.
 - Undergraduates who are in the process of completing degrees may apply for admissions with full acceptance contingent upon completion of a baccalaureate degree.
- Two letters of recommendation
- Résumé or curriculum vitae
- Personal statement that at a minimum addresses the following areas:
 - Your reason for pursuing a degree in instructional design and technology
 - How you would describe the field of instructional design and technology
 - The career path you plan to take after completing your degree

- Test of English as a Foreign Language (TOEFL) for applicants whose primary language is not English. Must meet **one** of the minimum requirements listed below:
 - A minimum of 550 on the paper-based exam
 - A minimum of 213 on the computer-based exam
 - A minimum of 80 on the Internet-based exam
 - The IELTS exam may be used instead of the TOEFL exam with a minimum score of 6.5
- The applicant may be asked to participate in an admission interview as part of the admission process.

Admission Deadline

Applications are evaluated for fall, spring, and summer terms on a rolling basis. Qualified students are admitted until spaces are full for the relevant term. Due to the rolling basis, admission is competitive and student are encouraged to apply early as there are no application deadlines. Decisions are made within a few weeks from the time the student completes their application.

Conditional Admission

- If a student does not meet their specific minimum GPA requirements (but is close), there is a possibility for conditional acceptance.
- A student accepted conditionally must maintain a 3.0 GPA at the end of the first semester in the program.
- If a students is conditionally admitted and a 3.0 GPA is not obtain after the first semester in the program, the student is immediately dismissed from the program.

Program Procedure

When a student is admitted, he/she is assigned two advisors, an academic advisor and a staff advisor. A student's staff advisor will register the student for their first term classes and help the student become familiar with UT and its systems. After the first semester, a student's academic advisor will work with the student over the course of their studies at UT and provide ongoing mentorship. The academic advisor will also process the student's degree application.

Students can register online with SpartanWeb or in person with their staff advisor. Registration requests cannot be accepted by phone. Registration requires student name, ID number/social security number, class name, class section and course number.

To successfully complete the program a student must successfully complete the following:

- Core courses
- Elective courses
- Master degree capstone [Professional Portfolio]
- Internship/Practicum
- Graduation Requirement

Once a student has completed all the previously stated requirement, The Graduate Coordinator will complete the student's Graduation Approval Form. The signed Graduation Approval Form is then provided to OGCS and the Office of the Registrar.

Graduation Requirements

Graduating students must apply to graduate by completing the "Apply to Graduate" form located on the student's SpartanWeb account under the academics tab. The "Apply to Graduate" form must be submitted by the mid-point of the semester in which they intend to complete degree requirements and have a degree conferred. If a student does not complete the "Apply to Graduate" form by the deadline indicated, her or his name may not appear in the commencement program and the student's graduation may be delayed. Prior to official degree conferral following the end of the term, the Registrar's Office will check that the student has successfully completed all requirements as indicated in the student's Degree Application and Degree Approval Form before awarding the degree. Commencement ceremonies to confer degrees are held at the end of fall and spring semesters.

Program of Study

Planning and approval of the program of study occurs no later than the end of the second semester of enrollment. The program is approved by the student's academic advisor.

Course Number	Course Name	Credits
EME601	Introduction to Instructional Design	4
EME602	Theories of Learning and Cognition for Instruction	4
EME603	Inquiry and Measurement	4
EME610	Trends and Issues in Instructional Design & Technology	4
EME620	Systematic Instructional Design	4
EME660	Seminar in Instructional Design	2
EME661	Advance Seminar in Instructional Design	2
EME650	Field Internship/Practicum	0
Total Core (Required for Graduation = 24)		

ELECTIVES		
EME605	Introduction to Distance Learning	4
EME606	Design of Online Collaborative Learning	4
EME607	Introduction to Instructional Games & Simulations	4
EME611	Principles of Learner Motivation	4
EME612	Media for Instruction	4
EME613	Open Learning Environments	3
EME630	Development of Multimedia Instruction	4
EME640	Introduction to Program Evaluation	4
EME641	Management of Instructional Development	4
EME642	Management of Change	4
EME644	Performance Systems Analysis	4
Total Electives (Required for Graduation = 12)		
Total Credits (Required for Graduation = 36)		

Academic Probation

- At the end of each semester (Spring, Summer, and Fall), the OGCS verifies the GPA scores of every IDT graduate student.
- If a student obtains a GPA lower than 3.0 at the end of a semester, he/she is placed on academic probation.
- A formal letter is written and signed by the OGCS and the Graduate Coordinator of the Program.
- A hard copy of the letter is then send to the graduate student and a copy is sent to the Graduate Coordinator of the Program.
- In the letter, the graduate student is notified that by the end of the following semester, they must raise their GPA to 3.0 or above.

Academic Dismissal

- At the end of each semester (Spring, Summer, and Fall), the OGCS verifies the GPA scores of every IDT graduate student.
- If a student obtains a GPA lower than 3.0 during two consecutive semesters, he/she is dismissed from the program.
- A formal letter is written and signed by the OGCS and the Graduate Coordinator of the Program.
- A hard copy of the letter is then send to the graduate student and a copy is sent to the Graduate Coordinator of the Program.