

Advising Aid – M.Ed. and Ed.S. Learning Systems Design & Development (LSDD) Emphasis Area

This Advising Aid is for students admitted for Spring 2017 and after.

The Learning Systems Design & Development (LSDD) Advising Aid is designed to help Educational Technology degree students make decisions about their graduate program.

What is the LSDD Advising Aid?

There are three sections:

- Section A: Getting Started
- Section B: Planning Your Program of Study
- Section C: Portfolio Preparation

| If you are? | Please go to... |
|--|---|
| A newly-admitted student | Section A: Getting Started |
| Admitted and completed at least one course | Section B: Planning Your Program of Study |
| Getting near the end of the program | Section C: Portfolio Preparation |

Need help? SISLT Student Coordinator:

573-884-2670

877-747-5868 (toll free)

Email: sislt@missouri.edu

Note: If you are considering applying to the Educational Technology M.Ed. or Ed.S. program, your application must be processed before you complete 9 hours of coursework you wish to include in your program. Do not delay; apply today!

Section A: Getting Started

What's the Big Picture?

The LSDD emphasis area consists of graduate coursework focusing on the following competencies:

- Conducting needs assessment and evaluating learning systems
- Designing learning environments, including systems for direct instruction, constructivist learning, collaborative work, and performance support
- Developing learning systems applications or components of applications

Your work in the program encompasses these competencies and focuses on producing exemplary artifacts (including design documents) to demonstrate your knowledge and mastery of the competencies. While coursework supports the production of these artifacts, we encourage you to develop the artifacts across time in the program, so that your work is personally satisfying, solves real problems, and is high quality. The artifacts are organized in a portfolio of accomplishments that is used as a culminating assessment of your knowledge and skills.

What's in the curriculum?

The Educational Technology curriculum reflects the dynamic nature of the field. Your LSDD program of study consists of 30 graduate credit hours. The overall program structure is shown below. You will work closely with your advisor on all course selection decisions.

| | |
|---|---|
| <p>Core Courses (3 courses = 9 credit hours)</p> <p>9474 Front End Analysis of Systems (3 cr hr) 9471 Instructional Systems Design (3 cr hr) 9450 Introduction to Research in ISLT (3 cr hr)</p> | |
| <p>Design Courses (Select 3 courses = 9 credit hours)</p> <p>9456 Designing Computer Support for Collaborative Learning 9457 Designing Computer Support for Cooperative Work 9461 Interaction Design 9485 Designing Online Learning 7383 Rapid Development Tools for Online Learning 7310 Designing Games for Learning</p> <p>Other design courses as approved by advisor.</p> | <p>Development Courses (Select 3 courses = 9 credit hours)</p> <p>7384 Designing Games for Learning 7375 Mobile Web App Development 7356 Interactive Web Design with JavaScript 7361 Introduction to Digital Media 7370 Intermediate Web Development 7383 Rapid Development Tools for Online Learning</p> <p>Other development courses as approved by advisor.</p> |
| <p>Elective Courses (1 course = 3 credit hours) Any design or development course listed above in addition to those taken to meet the requirements. Other courses as approved by advisor. See http://sislt.missouri.edu/courses</p> | |
| <p>Pre-requisites Students with limited technical experience are advised to take one introductory course: 7360 Introduction to Web Development. These credit hours are typically not used to meet the minimum credit hour requirement; please consult with your advisor.</p> | |

***A portfolio is required as a culminating experience for all students admitted after August 15, 2010.

Where to start?

A good way to begin your coursework is with 9474 Front End Analysis of Systems.
If that course is not offered in the semester you are starting, please contact your advisor for suggestions.

A sample program of study is shown below.

Sample Program of Study

| <u>Course Number</u> | <u>Title</u> | <u>Credit Hours</u> |
|--------------------------|---|-------------------------|
| 9474 | Front End Analysis of Systems | 3 |
| 9471 | Instructional Systems Design | 3 |
| 9450 | Introduction to Research in ISLT | 3 |
| 9456 | Designing Computer Support for Collaborative Learning | 3 |
| 9461 | Interaction Design | 3 |
| 7384 | Designing Games for Learning | 3 |
| 7356 | Interactive Web Design with Javascript | 3 |
| 7361 | Introduction to Digital Media | 3 |
| 7383 | Rapid Development Tools for Online Learning | 3 |
| 7375 | Mobile Web App Development | 3 |
| | TOTAL (min = 30) | 30 |
| | 9000-level (min = 15) | 15 |
| | Problems (max = 12) | |
| | Transfer (max = 6) | |

Still not sure how to get started?

If you have additional questions on how to get started, please contact your faculty advisor or the SISLT Student Services Coordinator:

573-884-2670
877-747-5868 (toll free)
Email: sislt@missouri.edu

Section B: Planning Your Program of Study

What's a Program of Study?

A Program of Study is a listing of the courses you will complete to earn your degree. Typically, the Program of Study is submitted for SISLT approval before you are half way through the program. Your advisor will help you develop your own personalized program of study.

How is a Program of Study Created?

Follow the steps below to complete the Program of Study Worksheet. The Worksheet begins on the next page.

Step 1: Provide personal information.

Step 2: List all University of Missouri graduate courses you have completed to date that are relevant to the LSDD area.

Step 3: List all University of Missouri graduate courses you are currently enrolled in that are relevant to the LSDD area.

Step 4: List all graduate courses from other institutions you wish to be included in your program of study. A maximum of 6 hours may be transferred from another institution. Advisor approval is required for all transfer credit. In addition, an official transcript showing transfer credit is required.

Step 5: List all future courses you wish to be included in your Program of Study. Make sure you have at least 15 hours at the 8000- or 9000-level and all required courses, as well as any other requirements.

Step 6: Check for requirements.

Step 7: Submit the Program of Study Worksheet to your advisor for approval.

Step 8: Finalize and submit the Program of Study. For Master's students, this is the M-1. For Educational Specialist students, it's the S-2.

**EdTech - LSDD
Program of Study Worksheet**

Step 1: Provide personal information.

Name: _____ Today's Date: _____

Email address: _____

Home Phone:(____) _____ Work Phone:(____) _____

Mailing address: _____

Step 2: List all University of Missouri graduate courses you have completed to date that are relevant to the LSDD area.

| Course Number | Course Title | Credit Hours | Institution | Semester & Year | Grade | SISLT OK |
|---------------|--------------|--------------|-------------|-----------------|-------|----------|
| | | | MU | | | |
| | | | MU | | | |
| | | | MU | | | |
| | | | MU | | | |
| | | | MU | | | |
| | | | MU | | | |
| | | | MU | | | |
| | | | MU | | | |
| | Subtotal | | | | | |

Step 3: List the University of Missouri graduate courses you are currently enrolled in that are relevant to the LSDD area.

| Course Number | Course Title | Credit Hours | Institution | Semester & Year | Grade | SISLT OK |
|---------------|--------------|--------------|-------------|-----------------|-------|----------|
| | | | MU | | | |
| | | | MU | | | |
| | | | MU | | | |
| | | | MU | | | |
| | Subtotal | | | | | |

Step 4: List all graduate courses from other institutions you wish to be included in your Program of Study. A maximum of 6 hours may be transferred from another institution. Transfer credit must be approved by your advisor.

| Course Number | Course Title | Credit Hours | Institution | Semester & Year | Grade | SISLT OK |
|---------------|--------------|--------------|-------------|-----------------|-------|----------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

| | | | | | |
|--|----------|--|--|--|--|
| | Subtotal | | | | |
|--|----------|--|--|--|--|

Step 5: List all future courses you wish to be included in your Program of Study. Make sure you have at least 15 hours at the 8000- or 9000-level and all required courses, as well as any other requirements.

| Course Number | Course Title | Credit Hours | Institution | Semester & Year | Grade | SISLT OK |
|---------------|--------------|--------------|-------------|-----------------|-------|----------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | Subtotal | | | | | |

Step 6: Check for requirements. Review Steps 2 - 5 and make sure you have met the following requirements:

| Includes... | Circle Yes/No |
|---|---------------|
| At least 30 hours of graduate credit | Yes No |
| At least 15 hours of 8000- or 9000-level credit | Yes No |
| All required courses | Yes No |
| No more than 12 hours of Problems courses | Yes No |
| No more than 6 hours of transfer credit | Yes No |

Modify the Worksheet as needed until you can circle "Yes" for every item.

Step 7: Submit the Program of Study Worksheet to your faculty advisor for approval.

Step 8: Finalize and submit the Program of Study. If the courses are approved, your faculty advisor will instruct you to submit the M-1 to the SISLT Student Services Coordinator's office. If there are problems or questions, your faculty advisor will contact you for clarification. The final Program of Study may be submitted by mail, fax, or e-mail to the SISLT office.

| Mail | Fax | E-mail |
|---|---|---------------------|
| Student Services Coordinator School of Information Science & Learning Technologies University of Missouri 303 Townsend Hall Columbia, MO 65211 | Attn: Student Services Coordinator School of Information Science & Learning Technologies FAX: 573-884-0122 | sislts@missouri.edu |

Note: After a Program of Study is finalized, it is possible to change courses listed in the Program. All that is needed is a little more paperwork and advisor approval of the changes.

Section C: Portfolio Preparation

What is a Portfolio?

Every degree student in the LSDD emphasis area must submit a portfolio of artifacts demonstrating mastery of the competencies. The portfolio serves as the 'comprehensive exam' for the program. Ideally, artifacts are added to the portfolio as the work is completed, rather than waiting until the last minute to assemble the portfolio.

While each portfolio is as unique as the individuals in the Educational Technology program, all share the following elements:

- Professional resume
- Your Program of Study
- Description of the competencies
- Artifacts that demonstrate mastery of the competencies
- Evaluative information regarding the quality of the products
- Reflection on the artifacts and their relationship to the competencies
- Statement representing your understanding of Learning Systems Design & Development and your expectations regarding how you will utilize your competencies in a professional context.

How is a Portfolio Created?

The LSDD portfolio is a website consisting of artifacts demonstrating mastery of the LSDD competencies. There may be a few elements that are not actually included in the website (e.g., a video you produced; a simulator you designed), but there is some representation of these elements (e.g., a video clip and a script; blue prints and images of the simulator).

Creating the portfolio is just like creating any other website: design it, build it, test it, revise it. Periodically, you will probably add something to the website. Sample portfolios will be available as starting points. You may build your portfolio on a web hosting site such as BlueHost, Neocities, Weebly, Wix, etc.

During your semester of intended graduation, you will be assigned a portfolio coach who will review the portfolio and make suggestions for improvement when warranted. The SISLT Student Services Office will notify you of your assigned portfolio coach once each semester's graduation application deadline has passed. You must contact the portfolio coach within one (1) week of receiving this notification. Failure to contact the portfolio coach within one week of receiving notification may result in your intended graduation date being postponed. Portfolios can be submitted spring, fall, and summer semesters. Portfolios must be submitted to the assigned portfolio coach for review no later than three (3) weeks prior to the last day of classes; you will be notified by the SISLT Student Services Office of the specific date at the beginning of your final semester.

You will work with the portfolio coach who will provide feedback and support to you as you prepare the portfolio for review. The final version of the portfolio is evaluated by your advisor and two other SISLT faculty.

How Is a Portfolio Evaluated?

Three basic questions are addressed in the review process:

- Does the portfolio demonstrate the student's knowledge of what the competencies mean?
- Does the portfolio demonstrate the student's mastery of the competencies?
- Does the portfolio present the student in a positive and professional manner?

The portfolio coach makes the final decision regarding the acceptability of a portfolio. In order to graduate in the intended semester, you must submit a portfolio to their portfolio coach no later than three (3) weeks prior to the last day of classes. The portfolio coach will notify you no later than two (2) weeks prior to the last day of classes regarding the acceptability of the portfolio. You are encouraged and expected to work with the portfolio coach on recommended revisions until the portfolio is deemed acceptable. If a portfolio is not deemed acceptable by the portfolio coach by one (1) week prior to the last day of classes, graduation will be delayed until the following semester, or until such time that the portfolio is deemed acceptable by the portfolio coach.

Appeal Process:

Should an impasse be reached (the portfolio coach has judged the portfolio to be unacceptable and you believe that you have submitted an acceptable portfolio), you may appeal the portfolio coach's decision by petitioning the Director of SISLT and requesting that two other faculty review the portfolio. The appeal must be made no later than one week following notification by the portfolio coach that the portfolio is judged unacceptable and an impasse is reached. In most cases the Appeal process will take place during the following semester to allow time for the new reviewers to gather information regarding the nature of the impasse and to provide a new review of the portfolio.

What Happens Once the Portfolio is Approved?

Provided you have completed all the coursework listed in your official Program of Study (M-1 or S-2), you are ready for graduation!