

## Learning Technologies and Design Advising Aid Master's and Educational Specialist Degree Program Technology in Schools Emphasis Area

This Learning Technologies and Design (LTD) Advising Aid is designed to help Master's and Educational Specialist degree students in the Technology in Schools emphasis area make decisions about their graduate programs.

### How is the Learning Technologies and Design Advising Aid Used?

Referring to the table below, determine which section is most appropriate for you. Then, go to that section and work through the information and tasks.

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

Need help? Contact the SISLT Student Coordinator by:

Phone: 573-884-2670

877-747-5868 (toll free)

Email: [sislt@missouri.edu](mailto:sislt@missouri.edu)

Note: If you are considering applying to the LTD Master's program, your application **must** be processed before you complete more than nine hours of coursework you wish to include in your program. Do not delay; apply today!

## Section A: Getting Started with Learning Technologies and Design: Technology in Schools

### What's the Big Picture?

The Technology in Schools emphasis area consists of graduate coursework focusing on the following competencies:

- Technology tools and infrastructure to support teaching and learning
- Underlying learning theories/perspectives in using technology tools and infrastructure to support teaching and learning
- Strategies for staff development to promote the effective use of technology throughout the curriculum
- Processes that support planning, implementing, and evaluating facilities and resources
- Strategies to advance teaching and learning with technology

The student's work in the program encompasses these competencies and focuses on producing exemplary technology products or interventions to demonstrate knowledge and mastery of the competencies. While coursework supports the student's success with these products and interventions, we encourage all students to develop the products and interventions across time in the program so that the work is personally satisfying, solves real problems, and is high quality. These products and interventions are then organized in a portfolio of accomplishments that is used to assess the student's knowledge and skills. We encourage students to work cooperatively, as well as to expand their network of colleagues beyond the program.

### What's the Curriculum?

The LTD curriculum reflects the dynamic nature of the field. Your course of study consists of 30 graduate credit hours. The courses below illustrate the range of learning experiences available to support mastery of the program competencies.

#### **Required Courses (15 credit hours)**

9450: Introduction to Research in ISLT (3)  
9467: Technology to Enhance Learning (3)  
9417: Action Research (3)  
9471: Instructional Systems Design (3)  
7378: Electronic Portfolio Development (3)

*(continued on next page)*

**Electives (15 credit hours)**

Other courses as approved by advisor. See <http://sislt.missouri.edu/courses>

What are the Requirements?

The LTD Master's and Educational Specialist degree programs must include:

- At least 30 hours of approved graduate credit
- At least 15 hours of 9000-level credit
- All required courses

The LTD Master's and Educational Specialist degree programs have two limitations:

- A maximum of 12 hours of Problems courses (project-based learning)  
(ISLT 7085 or ISLT 9085)
- A maximum of six hours of transfer credit

The LTD Master's and Educational Specialist degree programs culminate in a web-based portfolio showing mastery of the program competencies. The portfolio is used as the comprehensive exam at the end of the program of study. There is a course to facilitate your portfolio development (7378).

Where to Start?

A good way to begin your coursework is with 9467: Technology to Enhance Learning. If you want to take a second course, consider 7360: Introduction to Web Development.

A sample program of study is shown below.

<u>Sample Program of Study</u>		
<u>Course Number</u>	<u>Title</u>	<u>Credit Hours</u>
9450	Introduction to Research in ISLT	3
7361	Introduction to Digital Media	3
7360	Introduction to Web Development	3
9484	Teaching Online Courses	3
9458	Technology and Assessment	3
7378	Portfolio Development	3
9440	Learning with Web-based Technologies	3
9467	Technology to Enhance Learning	3
9471	Instructional Systems Design	3
7366	Technology Leadership	3
	TOTAL (min = 30)	30
	9000-level (min = 15)	18
	Problems (max. = 12)	0
	Transfer (max. = 6)	0

What to Remember?

As you select your coursework, remember to select courses that:

- Provide at least 15 hours of 9000-level credit
- Are interesting to you
- Are listed in the LTD curriculum or approved by SISLT
- Help you acquire the Technology in Schools competencies
- Generate products and artifacts of interventions for inclusion in your portfolio

If you have additional questions on how to get started, please contact the SISLT Student Coordinator by:

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## 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 for your Master's or Educational Specialist degree. Typically, the Program of Study is submitted to your advisor for SISLT approval before you are half way through the program. At the very latest, it must be submitted to the Graduate School the semester before you plan to graduate.

### How is a Program of Study Created?

Follow the steps below to complete the Program of Study Worksheet (see next page).

Step 1. Provide personal information.

Step 2. List all University of Missouri–Columbia graduate courses you have completed to date that are relevant to your LTD program.

Step 3. List all University of Missouri–Columbia graduate courses you are currently enrolled in that are relevant to your LTD program.

Step 4. List all graduate courses from other institutions you wish to be included in your program of study. A maximum of six 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 9000-level and all required courses, as well as any other requirements.

Step 6. Check for requirements. Transfer your courses to the official Program of Study form. This is the S2 form for the Educational Specialist degree and the M1 form for the Master's Degree.

Step 7. Submit the Program of Study to your advisor for approval. In addition to the S2, Educational Specialist students must submit the S1 form.

Step 8. Finalize the Program of Study.

## Learning Technologies and Design 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–Columbia graduate courses you have completed to date that are relevant to your LTD program.

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–Columbia graduate courses you are currently enrolled in that are relevant to your LTD program.

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 six hours may be transferred from another institution. Transfer credit must be approved by your advisor. In addition, an official transcript showing transfer credit is required.

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 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 or No
at least 30 hours of graduate credit	Yes No
at least 15 hours of 9000-level credit	Yes No
all required courses	Yes No
no more than 12 hours of Problems courses (7085/9085)	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. Use the Program of Study Worksheet to complete the M-1 (Program of Study) form (Master's Degree) or S-2 form (Specialist Degree). Submit the M-1 or S-2 form to your academic advisor for approval.

Step 8. Finalize the Program of Study. Your advisor will give you specific final submission guidelines once the Program of Study is approved.

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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 (see <http://gradstudies.missouri.edu/forms-downloads/>) for “Plan of Study Course Substitution Form” and advisor approval of the changes.



## Section C: Portfolio Preparation

### What is a Portfolio?

Every Master's and Educational Specialist degree student in the Technology in Schools emphasis area must submit a portfolio of products and artifacts of interventions demonstrating mastery of the competencies for the selected focus area. Ideally, products and 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 LTD program, all share the following elements:

- Professional resume
- Description of the competencies
- Products and 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 and personal learning statement
- Your Program of Study

Consult your advisor for examples of recently completed portfolios.

### How is a Portfolio Created?

The portfolio is a website consisting of products and artifacts demonstrating mastery of the LTD competencies. There may be a few elements that are not actually included in the website (e.g., a 100-page technology plan you co-authored; a computer lab you designed), but there is some representation of these products (e.g., an executive summary of the plan; blue prints and images of the lab). Larger documents can be included as PDF files.

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

A SISLT advisor will examine the portfolio before it is presented for formal review and make suggestions for improvement when warranted.

In addition, a three-credit-hour seminar is offered to assist students in portfolio development (7378 Portfolio Development). The seminar is designed to be taken after completion of at least 12 credits (including 9467 and either 7360 or 7370) and admission to the program. After the course is completed you still can, and are encouraged to, add to and edit your portfolio for presentation.

### How Is a Portfolio Presented?

Portfolios are presented completely online. The SISLT review committee examines your portfolio and either passes it or suggests revisions. When all revisions are acceptable, the portfolio passes. If the portfolio does not address all concerns, a conference call is held to get the portfolio back on track. During the conference call, the review committee will offer suggestions for additional work or changes to the portfolio. Once the committee is satisfied that the competencies are adequately addressed, the portfolio is accepted.

The portfolio must be available for faculty review on the date given.

Note: You must be a registered student the semester in which you plan to graduate. Simply put, you cannot finish all of your coursework and present your portfolio the following semester without being enrolled in something. This means you must register for at least one course, or there is an “Exam Only” option available for students who have completed all required coursework.

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### How is a Portfolio Evaluated?

Three SISLT faculty members evaluate a student’s portfolio and presentation. The review process asks two basic questions:

- Does the student know what the competencies mean?
- Has the student demonstrated adequate mastery of the competencies?

The portfolio and its presentation are considered collectively. Additionally, consideration is given to the entry knowledge and skills of the student and the student’s professional goals. If a portfolio or presentation is found to be lacking, the student is given the opportunity to make the necessary adjustments (e.g., add elements to the portfolio, enhance the presentation, enhance the products or innovations).

### 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-1) and passed your portfolio review, you are ready for graduation!

The semester before you are ready to graduate, apply online at

<http://gradstudies.missouri.edu/academics/graduation-commencement/application-for-graduation.php>

so that your name can be added to the graduation list for the Graduate School. As long as you have all the appropriate forms signed and submitted to the Student Coordinator's office, you're all set.

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