

## Advising Aid – M.S. and Ed.Sp.

The Learning Technologies and Design (LTD) Advising Aid is designed to help LTD students make decisions about their graduate program.

### What is the LTD Advising Aid?

There are three sections:

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

<b>If you are?</b>	<b>Please go to...</b>
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](mailto:sislt@missouri.edu)

**Note:** If you are considering applying to the Learning Technologies and Design M.S. 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 LTD program 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 Learning Technologies and Design curriculum reflects the dynamic nature of the field. Your 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><b>Core Courses (3 courses = 9 credit hours)</b></p> <ul style="list-style-type: none"> <li>• 9450 Introduction to Research in ISLT (3 cr hr)</li> <li>• 9471 Instructional Systems Design (3 cr hr)</li> <li>• 9474 Front End Analysis of Systems (3 cr hr)</li> </ul>	
<p><b>Design Courses</b> (Select 3 courses = 9 credit hours or 4 courses = 12 credit hours)</p> <ul style="list-style-type: none"> <li>• 7099 Making and Education</li> <li>• 7383 Rapid Development Tools for Online Learning</li> <li>• 7384 Designing Games for Learning</li> <li>• 9410 Social Computing and Learning (3)</li> <li>• 9457 Designing Computer Support for</li> </ul>	<p><b>Development Courses</b> (Select 3 courses = 9 credit hours or 4 courses = 12 credit hours)</p> <ul style="list-style-type: none"> <li>• 7099 Making and Education</li> <li>• 7356 Interactive Web Design with JavaScript</li> <li>• 7361 Introduction to Digital Media</li> <li>• 7370 Intermediate Web</li> </ul>

<p>Cooperative Work</p> <ul style="list-style-type: none"> <li>• 9461 Interaction Design</li> <li>• 9466 Learning Analytics</li> <li>• 9485 Designing Online Learning</li> <li>• 9473 – Project Management</li> <li>• 9480 -- Internship in Information Science and Learning Technologies</li> <li>• 9455 – Formative and Summative Evaluation</li> </ul> <p>Other design courses as approved by advisor.</p>	<p>Development</p> <ul style="list-style-type: none"> <li>• 7375 Mobile Web App Development</li> <li>• 7383 Rapid Development Tools for Online Learning</li> <li>• 7384 Designing Games for Learning</li> <li>• 9466 Learning Analytics</li> <li>• 9473 – Project Management</li> <li>• 9480 -- Internship in Information Science and Learning Technologies</li> <li>• 9455 – Formative and Summative Evaluation</li> </ul> <p>Other development courses as approved by advisor.</p>
<p><b>Pre-requisites</b></p> <p>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

9457	Designing Computer Support for Cooperative Work	3
9461	Interaction Design	3
7384	Designing Games for Learning	3
7356	Interactive Web Design with Javascript	3
9466	Learning Analytics	3
7383	Rapid Development Tools for Online Learning	3
7375	Mobile Web App Development	3
	TOTAL (min = 30)	30
	9000-level (min = 15)	18
	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](mailto: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 LTD area.

Step 3: List all University of Missouri graduate courses you are currently enrolled in

that are relevant to the LTD 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.

**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 graduate courses you have completed to date that are relevant to the LTD 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 LTD area.

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



**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	sislt@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.

Step 9. Educational Specialist students must complete the S-1: Request for the Educational Specialist Advisory Committee form.



## Section C: Portfolio Preparation

### What is a Portfolio?

Every degree student in the LTD program 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.

Each portfolio is as unique as the individuals in the LTD program; however, all share the following elements:

- Professional resume
- Your Program of Study
- Description of the program goals and objectives
- Artifacts that demonstrate mastery of the competencies (each artifact should include a description of that artifact, a statement on whether it is a team or individual artifact and your role in producing it, how it represents meeting the intended competency)
- Other forms of information regarding the quality of the artifacts (e.g., usability testing)
- Reflection on the artifacts (what are strengths and weaknesses, what did you learn, how would you do it differently now?)
- Statement representing your understanding of Learning Technologies and Design and your expectations regarding how you will utilize your competencies in a professional context.

### **EdTech Program Goals and Objectives**

The competencies that you are to include in your portfolio are based on the EdTech Program goals and objectives. Click here <https://sislt.missouri.edu/edtech/> and scroll down to the three Program Goals - and also read the objectives because they may be easier to start with!

Roughly summarized, the *competencies derived from the goals/objectives* are:

- Design and Develop – Designing and developing learning opportunities and systems (goal 1)
- Evaluate – Conducting analysis, systematically evaluating a learning system (goal 2)
- Able to be reflective, demonstrate technology leadership and creativity (goal 3)

**For each objective**, you may demonstrate your mastery of one or more competencies.

## Checklist

**Before submitting your portfolio to your advisor, conduct a student self-assessment.** Please evaluate the following items; if you cannot answer YES to each, your portfolio needs revision.

### *Technology related issues*

- Does the web-based portfolio technology work?
- Do the links/URL work?
- Does the technology have the capacity for embedding artifacts with large file sizes if you have them (e.g., audio or video)?
- Does the portfolio last? Is it accessible after you have graduated?

### *Competencies*

- Does your portfolio list three to five competencies (that you developed)?
- Does your portfolio connect the competencies with the three goals and seven objectives of the EdTech program? (for example: visualized in a matrix, or other form)?
- Does your portfolio demonstrate your knowledge of what the competencies mean?
- Have you described the competencies?
- Have you included a reflection about your level of achievement of each competency?
- Does your portfolio demonstrate your mastery of the competencies?
- Have you presented sufficient evidence from your coursework or other activities that you developed such competencies? (e.g., description of artifacts from courses)?
- Have you integrated products and artifacts that demonstrate mastery of the competencies?
- Have you included reflection statements explaining what you have learned from the work?
- Have you integrated how the products and artifacts demonstrate your achievement of the associated competency?

### *General aspects*

- Have you included a description of your role(s) in group-generated products and artifacts?
- Does your portfolio present your work in a positive and professional manner?
- Have you integrated a statement that represents your understanding of learning technologies design and development (LTD)?
- Have you included a statement with your expectations for how you will use your competencies and talents in a professional context in the future?
- Have you included your resume with contact information?
- Have you listed your program of study?

*Worth considering*

- For each course that you selected to show your developed competencies, have you listed a **short summary** (description of the course and goals), the **process** (what you or your team did in the course), **your role**, **reflection**, and **artifact(s)**?

How is a Portfolio Created?

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. **SISLT will not provide a server. You may build your portfolio on a web hosting site such as BlueHost, Neocities, Weebly, Wix, etc.** This gives you control of your portfolio and its availability after you graduate.

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 and 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!

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 (like your M-1 or S-2), you're all set.

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)