

2005 MEd STUDENT INFORMATION PACKET

12 Steps to your MEd (Plan C)

1. Meet with the faculty advisor

Consult the planning sheets in the Appendix. After admission and before registering for fall courses, meet with the faculty advisor (Sheri Haderlie) to discuss a proposed program of study and what you see as your timetable for the degree. This will be taken care of during the Professional Development Seminar (InsT 6300) Programs of Study session. If you need additional advising throughout your program, please take advantage of the contact information page to contact Sheri or other members of the outreach team.

Date Completed _____

2. Complete a Program of Study

A Program of Study is an official agreement with the School of Graduate Studies that the courses listed therein will fulfill the requirements for the MEd degree. The Program of Study will be filled out initially with your proposed coursework during the Professional Development Seminar (InsT 6300). The faculty advisor will update it each semester making any necessary corrections or adjustments. The faculty advisor will submit your Program of Study, with necessary signatures, to the School of Graduate Studies at the beginning of your second fall semester. **Note that any amendments to the submitted and approved Program of Study require a memo to the School of Graduate Studies from your Graduate Committee Chair.

Date Completed _____

3. Course Registration

Register each semester according to your proposed or revised Program of Study. If there are changes necessary, please work with the faculty advisor. Registration should be taken care of with your local USU Extension Center (see contact information page). Course information will be on the MEd program website, including index numbers.

Date Completed _____

4. Meet with your assigned Graduate Committee Chairperson

A Graduate Committee Chair will be assigned to you at the beginning of your second fall semester, based on your geographic location. Once you receive the information, make arrangements with your chair to meet and discuss your culminating experience and portfolio.

Date Completed _____

5. Prepare a proposal

Prepare a proposal, following approved style, for your culminating experience. Take the proposal to your chair and discuss your plan. When your chair approves the proposal, obtain their signature and turn in a copy of the approved proposal to the department staff assistant for additional signatures and to make a copy for your permanent file. No project or internship should be started until the proposal is approved and signed. The "Creative Project" or "Internship Requirements" with the needed guidelines for the proposal and project/internship can be obtained online at the MEd program website.

Date completed _____

6. Complete your Culminating Experience

This will be a creative project, internship, or the practicum for your emphasis. Keep in close contact with your Chair and follow the "Creative Project" or "Internship Requirements" guidelines (available at the MEd website) for your project or internship. If doing a practicum, work closely with your practicum advisor.

Date completed _____

DEPARTMENT OF INSTRUCTIONAL TECHNOLOGY

7. Project/Internship/Practicum Summary

Prepare a 4 to 6 page summary following the outline provided in the “Creative Project” or “Internship Requirements”, or following your practicum guidelines. Submit this to your chair.

Date completed _____

8. Portfolio

All Plan C students must complete a portfolio to provide a “capstone” experience. This portfolio summarizes and pulls together what you have learned during your degree program. It also demonstrates professional knowledge and skills you can offer potential employers. Portfolio guidelines are provided in the portfolio section of this booklet or from the MEd program website. Your portfolio is an ongoing project starting at the beginning of your degree. You and your chair should jointly agree on the format. At least 4 weeks prior to the School of Graduate Studies’ graduation deadline, you should present your chair with your portfolio for its first review. Your chair will let you know of any necessary revisions. At least 2 weeks prior to the graduation deadline you must submit your revised portfolio for final review.

Date completed _____

9. Completion of Requirements Form (“Pink Form”)

This form must be submitted at the beginning of the semester that the student is completing. This form will be completed and submitted by the faculty advisor. Expect correspondence from the faculty advisor to verify your program is on track. The faculty advisor will also confer with your chair to verify your progress.

Date completed _____

10. Incomplete Grades

Incompletes are given only if warranted by extenuating circumstances based on USU policy. All incompletes must be documented with a contract for completion (available at the MEd website). Contract requirements must be completed within one year. Work closely with the course instructor, but it is your responsibility to make sure the incomplete contract is fulfilled and the grade is changed. All incomplete grades must be cleared by the School of Graduate Studies’ graduation deadline before your degree completion will be approved.

Date completed _____

11. Graduation Forms

Complete all graduation forms and pay the graduation fee. The School of Graduate Studies will send these forms to you once they receive the Completion of Requirements form from the department. All forms must be returned to the School of Graduate Studies by their deadline. Check the information sent with the forms for a specific date.

Date completed _____

12. Letter of Completion

A letter of completion from the IT Department head to the School of Graduate Studies indicating that all requirements for the degree have been met must be submitted by the School of Graduate Studies’ graduation deadline. The faculty advisor will instigate this when completion of all program requirements has been verified.

Date completed _____

****PLEASE NOTE THAT “PLAN A” AND “PLAN B” OPTIONS MAY REQUIRE ADDITIONAL STEPS. PLEASE CAREFULLY REVIEW THE REQUIREMENTS IN THE USU GENERAL CATALOG.**