

Educational Technology Program Student Handbook

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Introduction

The Educational Technology program at the University of Arkansas offers two different educational options. An on-line graduate certificate program and an online master's degree.

- The certificate in K-12 Online Teaching expands licensed K-12 teachers' classroom expertise to include knowledge of curriculum models, instructional methods, assessment techniques, technologies, and best practices used in fully online K-12 teaching environments.
- The master's program prepares instructional designers, trainers, and curriculum coordinators by focusing on instructional design, distance education, training and development, teacher education, and utilization of instructional technologies.

Students may also pursue either an Educational Specialist (Ed.S.) or Doctor of Philosophy (Ph.D.) in Curriculum and Instruction with an area of emphasis in educational technology. The policies for the Ed.S. and Ph.D. programs fall within the guidelines established by the Graduate Coordinator for the Department of Curriculum and Instruction and are not within the scope of this handbook.

The Educational Technology program is part of the Department of Curriculum and Instruction and operates under the policies and procedures of the Graduate School. In this handbook, we make available the current policies as they relate specifically to programs in Educational Technology.

Additional procedures affecting graduate students in the program, from the student's application to the final conferring of the degree can be obtained through the graduate school from the links provided below.

- For more information on the Graduate School and International Education:
 - <https://graduate-and-international.uark.edu/>
- For the All Graduate Student Handbook on which the ETEC Handbook is based see:
 - <https://graduate-and-international.uark.edu/resources/forms/graduate-handbook>
- The following link from the Graduate school describes the general requirements for all Master degrees and Graduate Certificates.
 - gsie.uark.edu/graduate/current-students/commencement-graduation.php#degree-requirements

Educational Technology Program Admissions

All domestic and international applications for both the master's degree and graduate certificate in Educational Technology are processed first through the Graduate School (domestic) and through the International Admissions office. Information in international admissions can be found here: iao.uark.edu.

Anyone who wishes to earn graduate-level credit, whether for the graduate certificate or master's degree must make formal application to and be officially admitted by the Graduate School before their application can be evaluated by the department for admission. For more information concerning this

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process visit the Admissions Section of the Graduate School Catalog:
catalog.uark.edu/graduatecatalog/admissions.

Applicants for all Educational Technology programs must have completed a bachelor's degree and earned a 3.00 GPA on the last 60 hours of undergraduate course. Applicants with an earned GPA of 2.7-2.9 on the last 60 hours of undergraduate course work may be considered if an acceptable score on the Graduate Record Examinations or Miller Analogies Test is obtained.

The programs admit students in the fall, spring and summer. Applications and all accompanying documents for fall admission should be submitted by the second week in June; for spring admission, by the second week in October; and for summer admission, by the first week in March. Applications submitted after the guaranteed consideration date will be considered on a space-available basis.

Application Process for Educational Technology Programs

Applying for the Educational Technology Master of Education Degree

The following steps are required to apply for ETEC Master's Degree program and should be completed concurrently with the graduate school requirements. Please note that this is the general process that should be followed, but there may be instances when additional steps will be needed. For example, your process may differ slightly if you are an international student or if you previously were enrolled as a graduate student at the University of Arkansas.

Graduate School Application

- Complete online application
- Provide information for three references on this application if not using the ETEC Letter of Recommendation form
- Send official transcripts to the Graduate School

Departmental Application

- Complete [online ETEC application](#)
- Submit 3 recommendations using the [ETEC Letter of Recommendation Form](#) (if recommendations are not included on Graduate Application)
- Submit a [Statement of Interest](#)
- Submit a writing sample demonstrating your academic or professional writing abilities
- Email all materials to etec@uark.edu

Once an application is complete is reviewed by a panel of faculty members who teach within the program and a majority decision is utilized to determine admission to the programs.

Applying for the Graduate Certificate in K-12 On-Line Teaching

For the graduate certificate program, a bachelor's degree from an accrediting institution is required. Applicants must first apply and meet the requirements for admission to the Graduate School as non-

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degree seeking as well as completing an application to the Educational Technology (ETEC) program. The following are required for consideration:

- A completed bachelor's degree at an accredited institution
- An earned 3.0 GPA on the last 60 hours of undergraduate course work
- A completed application to the Graduate School
- Submission of academic transcripts to Graduate School
- Identification of 3 references
- Complete [online ETEC application](#)
- Submit 3 recommendations using the [ETEC Letter of Recommendation Form](#) (if recommendations are not included on Graduate Application)
- Email all materials to etec@uark.edu

Once an application is complete is reviewed by a panel of faculty members who teach within the program and a majority decision is utilized to determine admission to the programs.

Academic Degree Requirements

Requirements for the Master of Education in Educational Technology

The master's degree in educational technology is a 34-hour non-thesis on-line program that prepares students for professional positions as educational technologists of education, business, government, and the health professions. In addition to the general requirements of the Graduate School, students must complete a minimum of 34 hours of graduate course work to includes:

- 22 semester hours of core educational technology courses
- 9 semester hours of elective educational technology courses
- 3 semester hours of research

Additionally, a Culminating Student Portfolio must be successfully completed in the last semester of course work in the ePortfolio Production course and will replace the Graduate School requirement of a comprehensive examination. Specific requirements for the degree and a rotation of when courses are offered annually can be found at the links below:

- Educational Technology Master of Education Program of Study
 - <https://catalog.uark.edu/graduatecatalog/programsofstudy/educationaltechnologyetecmed/#medineducationtechnologytext>
- Educational Technology Course Rotation (Tentative-subject to change)
 - <https://etec.uark.edu/course-rotation.php>

Cumulative Student Portfolio Overview:

The electronic portfolio is a cumulation of each individual student's work combined into a comprehensive project. To this end, the *e*-portfolio takes the place of a comprehensive exam. The *e*-portfolio includes components that address all of the [AECT national standards](#), which have been adopted as the programs learning outcomes and are integrated throughout coursework.

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In addition to demonstrating mastery of program learning outcomes, the *e*-portfolio is a professionally composed collection of works highlighting a student's abilities, skills, and performance. It may also serve as a method for students display their capabilities to potential employers or institutions for further study.

Each student's *e*-portfolio is evaluated within the last 6 hours of coursework by ETEC program faculty. The *e*-portfolio is evaluated as a whole using a comprehensive scoring rubric. A grade of "pass," "resubmit," or "fail" is assigned to the overall portfolio. A grade of "pass" means that the *e*-portfolio meets all of the requirements. A grade of "resubmit" means that specific areas of the *e*-portfolio need to be revised and resubmitted in order to meet the full requirements. A grade of "fail" means that the *e*-portfolio is unacceptable and fails to meet the requirements set forth. Students are allowed one resubmission to address any deficiencies discovered during the initial evaluation.

Requirements for the Graduate Certificate in K-12 On-Line Teaching

The Educational Technology graduate certificate program in K-12 Online Teaching is a 15-hour online program aimed at expanding licensed K-12 teachers' classroom expertise to include knowledge of curriculum models, instructional methods, assessment techniques, technologies, and best practices used in fully online K-12 teaching environments. The program also will prepare current K-12 teachers to plan, create, provide, and assess effective instruction within online K-12 environments.

All 15 hours of coursework taken for the graduate certificate program may be counted toward the Educational Technology Master of Education degree if the student applies to and is accepted into the ETEC M.Ed. program. Courses from other institutions or academic programs may not be substituted for the required courses.

Candidates for the graduate certificate must have a 3.0 or better at the conclusion of all course work to successfully complete the certificate requirements. The requirements for the graduate certificate in K-12 On-Line Teaching are listed at the links below.

- Educational Technology K-12 On-Line Teaching Graduate Certificate Program of Study
 - <https://catalog.uark.edu/graduatecatalog/programsofstudy/k-12-online-teaching-etec/>
- Educational Technology Course Rotation (Tentative-subject to change)
 - <https://etec.uark.edu/course-rotation.php>

Academic Degree Policies/Academic Progress

Upon admission to the master's degree program each student will be assigned a master's committee as well as a program advisor that will assist the student with outlining their degree of study. An annual record of progress will also be generated at the end of the Spring semester to inform each student of their progress toward their degree. Below are links to these forms. It is not necessary for the student to complete these forms. They are provided for your information so that you are aware of the content that will be provided.

- Master's committee form
 - https://graduate-and-international.uark.edu/_resources/forms/masters-committee.pdf
- Record of Progress
 - https://graduate-and-international.uark.edu/_resources/forms/progress-record-masters.pdf

Policies Related to Academic Progress

- **Timeline:** All requirements for a master's degree must be completed within six consecutive calendar years from the first semester of enrollment in that program.
- **Eligibility for Financial Aid:** Graduate students are eligible for continuing financial aid if: a) they complete, with grades of C or better, 67% of graduate courses attempted at the University; and b) they have not yet completed more than 150% of the graduate credits required for their degree. Students wishing to continue receiving financial aid who do not meet these requirements will petition the Student Aid Committee. Due to the "non-degree seeking" classification of the Graduate Certificate program, students enrolled in the graduate certificate as a stand-alone option are not eligible for financial aid. The graduate certificate however, can be earned in conjunction with the master's degree allowing students to receive financial assistance.
- **Course Grades:** Courses for which students have received a grade of "D" or "F" will not be accepted as meeting degree requirements.
- **Grade Forgiveness and Repeated Courses:** There is no grade forgiveness policy at the graduate level. If a student repeats a course, both the original and repeated course grade will be computed in the cumulative grade point average. The only exception to this policy is for students who have had no enrollment in the Graduate School for a minimum of five years and who has elected to take academic bankruptcy. Please see the section on our website about Readmission to the Graduate School: gsie.uark.edu/graduate/future-students/applying/returning.php.
- **Additional Courses Above Requirements:** Students in master's programs may take only 6 hours in addition to degree requirements in an effort to raise the grade point average necessary to graduate. If a student first encounters academic difficulty after he/she has already completed six credit hours for the degree beyond the minimum degree requirements, no additional courses may be taken. If at any stage in the program the student's academic advisor determines that even with adequate progress the minimal GPA for graduation cannot be obtained, the student may be dismissed from the program.
- **Dismissal from Programs:** Students may be dismissed from the program if: a) they do not make adequate academic progress; b) engage in academic or research misconduct; or c) engage in illegal, fraudulent, or unethical behavior as defined in the Code of Student Life. There may also be other unusual situations in which a student may be dismissed from the program. Guidelines related to dismissal are listed on the graduate school website: <https://graduate-and-international.uark.edu/graduate/current-students/student-resource/governance-policies/graduate-dismissal.php>
- **Academic Probation/Dismissal:**
 - Whenever a regularly admitted graduate student earns a cumulative grade-point average below 2.85 on graded course work taken for graduate credit, he/she will be warned of the possibility of academic dismissal.
 - When a graduate student has accumulated a minimum of 15 hours of graded course work taken for graduate credit with a cumulative grade-point average below 2.85, and has received at least one warning, he/she will be academically dismissed from the Graduate School
 - If at any time during the course of the program the student decides to withdraw from the university they must re-apply and be accepted before resuming coursework.

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- Students enrolled in courses may request an incomplete for a specific course from the instructor of record. In order to be eligible for this option a student must have successfully completed at least 70% of the course assuming the date for dropping the course has passed. Prior to that date students should consider withdrawing. The granting of an incomplete is at the discretion of the instructor. All incomplete coursework should be submitted to the instructor within three months after the conclusion of the semester. Any incomplete grade that remains on the student's transcript for 1 year reverts to a grade of F.
- Students may transfer 6 credits into the educational technology master's program from a previous university. All transfer credits must be approved by the ETEC faculty and should be applicable to the degree program. Students should submit a transcript to the ETEC program coordinator for consideration.

Registration and Enrollment Guidelines

Students must register during their formally assigned registration period. Graduate students, new, returning, or currently enrolled, may register during the priority registration held each semester for the following semester. Students who have not already registered should register during the open registration session. For information on registration, consult the Schedule of Classes or visit the Office of the Registrar website: registrar.uark.edu/.

Enrollment Limits/Full Time Status

Full time enrollment in graduate programs is defined as 9 semester hours and ½ time enrollment consists of 5-6 semester hours. Students must be enrolled at least ½ time in the master's degree program to be eligible to receive financial assistance.

Due to the “non-degree seeking” classification of the graduate certificate program, students enrolled in the graduate certificate as a stand-alone option are not eligible for financial aid. The graduate certificate however, can be earned in conjunction with the master's degree allowing students to receive financial assistance.

Students wishing to enroll in more than 9 hours during any given academic semester must receive approval from their advisor, the CIED Department Head and Graduate School Dean.

Adding and Dropping Courses

A currently enrolled student who has registered during the advance registration period should make any necessary or desired schedule adjustments such as adding or dropping courses or changing course sections during the schedule-adjustment period scheduled for the same semester. More information about adding and dropping courses is available in the graduate catalog: catalog.uark.edu/graduatecatalog/objectivesandregulations/

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Withdrawal from Registration

Withdrawing from the University means withdrawing from all classes that have not been completed up to that time. A student who leaves the University voluntarily before the end of the semester or summer term must file and have accepted by his or her academic dean and the Registrar a Petition for Withdrawal from Registration. Withdrawal must occur prior to the last class day of a semester. Students who do not withdraw officially from a class that they fail to complete will receive an “F” in that class.

Attendance

Students are expected to be diligent in the pursuit of their studies and in their class attendance. Students have the responsibility of planning satisfactory to the instructor regarding all absences. Such arrangements should be made prior to the absence if possible. Policies of making up work missed as a result of absence are at the discretion of the instructor, and students should inform themselves of their instructor’s policies at the beginning of each semester.

Student Rights and Responsibilities

During their degree of study students may desire to become involved with the performance of research or independent study projects that may require the use of human subjects. This will require that the student obtain approval through the Institutional Review Board (for research with human subjects). For more information about this process, please see the website of the Office of Research Compliance: research.uark.edu/units/rscp/.

Students are also subject to the policies pertaining to Academic Honesty and to Research Misconduct (catalog.uark.edu/graduatecatalog/objectivesandregulations/).

If during their course of study students wish to challenge an individual course grade or program decision relating to academic progress, they may file a formal grievance. As part of the process the student must first work with the instructor to potentially resolve the issue. If a resolution cannot be found between student and instructor, the student would then file a formal grievance with the CIED Department Head.

Students who feel that their rights have been violated may pursue a grievance. See the Graduate Catalog: catalog.uark.edu/graduatecatalog/objectivesandregulations/.

Due the on-line delivery format of both the master’s degree in educational technology and the Graduate Certificate in K-12 On-Line Teaching, the extensive use of technology and university learning management systems will be required. Students should adhere to all polices related to the Code of Computing Practices at the University of Arkansas, Fayetteville Campus. These guidelines can be found at: <https://vcfa.uark.edu/policies/fayetteville/uits/2010.php>