Graduate Certificate in
Instructional Design & Technology

> **Complete this Program of Study with your faculty advisor during your first term of admission/acceptance in the program.**
> Your faculty advisor will then forward it through proper channels for final approval.

Name: _____   CSU ID: _____

Address: _____   Home Phone: _____ Other Phone: _____

City/State/Zip: _____   E-Mail: _____

I. ADMISSION INFORMATION

The certificate in Instructional Design and Technology focuses on professionals who are interested in designing and developing educational programs that are mediated by technology. This includes educators who are engaged in online instruction in higher education, training, and development, or community-based education geared toward adult learners. Emphasis will be on adult learning theories, online learning, instructional design, and program evaluation.

Note: New students should apply through Graduate Admissions for Graduate Certificate status in the Instructional Design & Technology program. Currently enrolled graduate students MUST make an appointment to meet with an academic coach in the LSSC, JH 170, to complete an intake or a program change form.

II. CERTIFICATE REQUIREMENTS (15 credit hours)

Core Courses		Credits	✔ If Required	Enter substitute course # if listed course not needed	Total Hrs. Required
ALD 631	Group Dynamics for Educational Leadership	3		_____	
ALD 663	Planning Programs for Adult Learners	3		_____	
ALD 664	Teaching Methods for Adult Learners	3		_____	
ETE 690	Designing Online Instruction	3		_____	
ETE 691	eLearning Tools and Techniques	3		_____	
		15			

Total Credit Hours (Minimum 15 hrs. for Cert)	

III. CERTIFICATION

Please Note: Students enrolled as Non-Degree Graduates are not eligible to apply for the Instructional Design & Technology Certificate. At the beginning of your final semester in the certificate program, you will need to complete the top portion of the "Graduate Certificate Completion Form" you received with your faculty advisor assignment letter and submit it to your faculty advisor. Your faculty advisor will either attach a completed copy of this program of study to the form or complete the Program Director portion of the form and submit it to the Levin Student Services Center (LSSC) for processing. Certificates are normally awarded to students within six weeks of the end of the completion term.

IV. SIGNATURES/APPROVALS

_____ _____   _____ _____
Student   Date   Faculty Advisor   Date

                                                                 _____ _____
                                                                 LSSC   Date