

Complete this Program of Study with your faculty advisor during your first term of admission/acceptance in the program.

Name: _____

CSU ID: _____

Address: _____

Home Phone: _____ Other Phone: _____

City/State/Zip: _____

E-Mail: _____

I. INTRODUCTION

The Graduate Certificate Program in Online Teaching is primarily designed for individuals who wish to acquire the knowledge and skills needed to teach in an online environment. Students who want to apply credits earned for the CSU Certificate in Online Teaching towards a graduate degree should follow the requirements outlined in the Graduate Catalog for the M.Ed in Curriculum and Instruction with Specialization in Educational Technology. Note: New students should apply through Graduate Admissions for Graduate Certificate status in the Online Teaching program. Currently enrolled graduate students MUST make an appointment to meet with an academic advisor in the ESSC, JH 170, to complete an intake or a program change form PRIOR to enrolling in these courses.

II. CERTIFICATE REQUIREMENTS

		Credits If	Enter substitute course # if	Total Hrs.
		Required	listed course not needed	Required
ETE 690	Designing Online Instruction	3	_____	
ETE 691	eLearning Tools and Techniques	3	_____	
ETE 692	Applications of Online Instruction	1	_____	
		7		

Total Credit Hours (Minimum 7 hrs. for Cert)

III. CERTIFICATION

Please Note: Students enrolled as Non-Degree Graduates are not eligible to apply for the Online Teaching 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 Education Student Services Center (ESSC) 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 _____