THE DEPARTMENT OF EDUCATIONAL TECHNOLOGY
STUDENT HANDBOOK

EDTECH

BOISE STATE UNIVERSITY
Welcome to The Educational Technology Department at Boise State University

We are proud to be one of the largest online educational technology programs in the nation! As a Boise State student, you will find expert faculty, dynamic and innovative courses, and the opportunity to learn new skills you can use for a lifetime. This handbook is designed for you to keep throughout your time enrolled in the EdTech program. It has all the links and contact information you need to successfully complete your program. This booklet is available to you in print and also online at:

http://edtech.boisestate.edu/docs/advising/edtechstudenthandbook.pdf

E-mail: edtech@boisestate.edu
Website: http://edtech.boisestate.edu

Educational Technology is an innovative way to design, deliver, facilitate, and manage instruction for learners of all ages, whether it is face-to-face in a classroom, online, or a combination of methods. EdTech at Boise State is much more than multimedia add-ons. It’s a way of engaging learners so they can learn academic content using interesting 21st century methods and tools.

- Empower learners to be evolving digital citizens who advocate cultural understanding and global responsibility.
- Promote, manage, and evaluate digital-age teaching and learning resources in K-higher education environments.
- Promote and pattern participatory culture, professional practice, and lifelong learning.
- Design and develop imaginative learning environments.
- Lead research and innovations in online teaching and learning.
- Forge connections between research, policy, and practice in educational technology.
- Inspire creativity and expertise in digital media literacies.

MISSION STATEMENT
EXPECTATIONS OF GRADUATE STUDENTS

ACADEMIC PERFORMANCE

Every student admitted to a graduate program must meet all of the academic performance requirements listed in this section.

EdTech Overall Program GPA Requirement

If a student fails to achieve an overall EdTech program GPA of 3.0 or better, the student is ineligible to earn a degree or certificate and should contact an EdTech adviser.

EdTech Semester GPA Requirement

A student who is admitted to a graduate program is required to achieve a semester GPA of 3.0 or better each and every semester (including summer) session in which he or she is enrolled through program completion.

If a student fails to meet the semester GPA requirement and the failure is the first occurrence since admission to the program, the student will be placed on academic notice by the Graduate College but will be allowed to continue in the program.

If a student fails to meet the semester GPA requirement and the failure is the second occurrence since admission to the program, the student will be dismissed from the program by the Graduate College.

Individual Course Grades

A student must earn a grade of C or P or better in a course or the credits cannot be applied toward graduation. A semester GPA below 3.0 will result in academic notice and if a second term of below 3.0 GPA occurs removal of the student from the program by the Graduate College may occur.

The student may have the option of repeating the sub-standard course(s) but if the semester GPA is not improved then it is no longer possible for the student to complete the program requirements for the degree or certificate, and he or she will be dismissed from the EdTech program by the Graduate College.

TRANSFER CREDIT

Transfer credit is academic credit that is awarded to a student by another college or university and is approved for application to the requirements of a graduate certificate or degree at Boise State University. Transfer credit must satisfy the following restrictions:

• Transfer credit cannot be over five years old. It must be academic credit representing a grade of A or B awarded by a regionally accredited U.S. college or university or by a non-U.S. institution of higher education that is approved for transfer purposes by the registrar. Continuing education units (CEU), credit earned for in-service teacher education, or credit earned in professional education workshop courses cannot be applied to meet the credit requirements of a graduate certificate or degree program.

• Culminating activity courses, courses where the grade is based only on attendance, and courses representing experiential learning, regardless if undergraduate or graduate level class, are ineligible for transfer credit.

• Credits that were applied to meet the requirements of a previously earned degree at another institution are not transferrable and are ineligible for use as transfer credit. The only exception is that credit applied to a previously earned master's degree at another institution may be applicable for transfer credit to a doctoral degree.

• Application of transfer credits must be approved by the Program Coordinator of the EdTech department and the Graduate College. The Request for Approval of Transfer Credits form may be found at: http://graduatecollege.boisestate.edu/wp-content/uploads/2013/12/17-R-4-TransferCredits.pdf

• The maximum number of transfer credits that can be applied to meet the requirements of a graduate certificate or degree is limited by the fundamental requirement that at least two thirds of the total credit requirement for the degree or certificate, that a student is pursuing at Boise State University, must be earned in our EdTech program. For degrees, this equates to allowing no more than 9 semester transfer credits to be applied; for certificates, no more than 3 semester transfer credits.

REPEATING A COURSE

A graduate student who has completed a graduate course for credit may attempt to repeat that course to improve the grade, but only once, and only with the written approval of the graduate program coordinator. Certain graduate courses cannot be repeated to improve a grade, including 590 Practicum/Internship, 592 Portfolio, and 693 Dissertation.

If an attempt to repeat a course to improve a grade results in a grade of W or CW, an additional attempt is not permitted unless extenuating circumstances can be documented that are clearly beyond the control of the student.

IN-SERVICE TEACHER EDUCATION OR PROFESSIONAL EDUCATION WORKSHOP COURSES

Credit earned for in-service teacher education or professional education workshop courses cannot be applied to meet the credit requirements of a graduate certificate or degree program.

PROGRAM COMPLETION EXPECTATIONS

Students enrolled in a master’s program are expected to complete their degree within seven years. Graduate Certificate students are expected to complete their certificate within four years. If you plan on taking a semester off, please notify your academic adviser.

STUDENT CODE OF CONDUCT

http://www.boisestate.edu/oor/scp/student_code.html

The Student Code of Conduct applies to all students in Boise State University classes. You are expected to read and understand it. Claiming ignorance to any of the provisions of the code of conduct is no defense; violations can lead to a variety of sanctions, up to and including dismissal from your program and the university.
STUDENT HANDBOOK

Boise State University challenges its students to reach their highest levels of performance. At the same time, Boise State University expects students to conduct themselves in a manner compatible with the university’s function as an institution of higher learning. Please refer to the above handbook where you can find information related to your rights and responsibilities as a student.

GENERAL POLICIES
http://policy.boisestate.edu/

The above document provides Boise State University's catalog of general policies for undergraduate and graduate students.

CHANGING CONTACT INFORMATION OR NAME

To update or change contact information or your name, please fill out the Student Information Update Form at http://registrar.boisestate.edu/wp-content/uploads/2013/06/student-update.pdf. If you’re submitting a name change, please include proof of the change (court documents, Social Security card, Driver’s License, etc.). Mail the completed form and documents to the Registrar’s Help Center: Office of the Registrar, 1910 University Dr, Administration Building, Rm 110, Boise, ID 83725-1365.

IMPORTANT RESOURCES

Students are responsible to complete all paperwork, and file all forms required by the Graduate College, and meet all university deadlines. The following resources have been created to help you track all of the details. If you miss a key deadline or fail to complete paperwork on time, your graduation could be delayed.

Program Checklists and FAQs
http://edtech.boisestate.edu/current-students/academic-forms/
http://edtech.boisestate.edu/current-students/faq/

University Academic Calendars
http://registrar.boisestate.edu/academic-calendar.shtml

These calendars list all of the registration deadline dates for the current catalog year and policy deadlines by semester and session for the following: registration, adding and dropping classes, and withdrawals. You are strongly encouraged to familiarize yourself with these calendars as you will be held accountable for meeting these deadlines.

Required Forms
http://edtech.boisestate.edu/current-students/academic-forms/

PROGRAM PLANNING

After completing the following number of credits (as determined by your program of study), you need to submit academic forms outlining your academic study:

Certificate Programs

Proposed Plan of Study for a Graduate Certificate Form (PPSGC): This form must be submitted before or while you are enrolled in your first class. Students who applied to a graduate certificate program (as a stand-alone or as a specialization associated with a master’s program) need to submit a PPSGC. This is essentially a contract that states you will earn a graduate certificate when you successfully complete the courses listed on the form. The Graduate College requires an original signature on this form, so we recommend that you save it—unsigned—and email it to Paul Castelin at paulcastelin@boisestate.edu in our department. In the email, note that the PPSGC is attached and you give Paul authority to sign the form on your behalf. He will collect the required department signatures and then submit it to the Graduate College on your behalf.

Master’s Programs

Application for Admission to Candidacy (AAC): Admitted master’s students fill-out and submit this form when they have completed 18 credits. Put onto the form all of the courses needed to satisfy the degree requirements, as worked out with your adviser, and attach it to an email addressed to Paul Castelin at paulcastelin@boisestate.edu. In the body of the email, give Paul authority to sign this form on your behalf. He will collect the required department signatures and then submit it to the Graduate College on your behalf.

Independent Study

Application for Independent Study: Graduate Independent Study is often used when a student wishes to pursue advanced study in a relevant area of interest. A project proposal, detailed plan, and specific list of deliverables need to be worked out with the supervising faculty member prior to submitting the application. Use this link: Application for Independent Study. Please follow the form instructions and submit all materials to Paul Castelin at paulcastelin@boisestate.edu. If any courses change after the approval of the initial PPSGC or AAC, students must fill out the Request for Adjustment of Academic Requirements (RAAR). It’s always a good idea to discuss any proposed changes with your adviser before submitting a change.

For additional information regarding these and additional academic forms, please visit: http://edtech.boisestate.edu/current-students/academic-forms/.

If assistance is needed with academic forms, please contact Paul Castelin at paulcastelin@boisestate.edu.
### Elective Courses
Graduate courses in education, educational technology, or a related field; all courses are selected with student input and approved by the supervisory committee.

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### Comprehensive Examination
EDTECH 691 Assessment (Ed.D. Comprehensive Examination)

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### Dissertation
EDTECH 693 Dissertation

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### TOTAL
66

### DOCTOR OF CURRICULUM & INSTRUCTION (Ed.D.)
The Doctorate in Curriculum & Instruction is a blended program; the bulk of core courses are taken on-campus. Additional information can be found on the Department of Curriculum, Instruction, and Foundational Studies website: [http://education.boisestate.edu/cifs/](http://education.boisestate.edu/cifs/).

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### Core Courses
ED-CIFS 610 The American Culture and the Context of Schooling
ED-CIFS 661 Current Issues in Teaching
ED-CIFS 662 Curriculum
ED-CIFS 611 School Culture and the Problems of Change
ED-CIFS 660 Learning and Cognition

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Select ONE of the following courses:

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### Cognate Area
A three course sequence negotiated with the student's adviser. Graduate courses in education, educational technology, or a related field; all courses are selected with student input and approved by the supervisory committee.

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### Innovation Internship
EDTECH 590 Practicum/Internship

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<th>Course Number and Title</th>
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Students must have successfully completed all required core courses and cognate hours before entering the internship. Internship details are negotiated with student input and approved by the supervisory committee.
The M.S. in Educational Technology is the track for those planning on going immediately into doctoral study or research and requires the successful completion of a thesis. Additional information can be found on our website: http://edtech.boisestate.edu/programs/ms-edtech/.

### Course Number and Title Credits

#### Core Classes

- EDTECH 501 Introduction to Educational Technology ........................................ 3
- EDTECH 502 The Internet for Educators ............................................................... 3
- EDTECH 503 Instructional Design for Educators ................................................ 3
- EDTECH 504 Theoretical Foundations of Educational Technology ..................... 3
- EDTECH 505 Evaluation for Educational Technologists ................................. 3

#### Culminating Activity

- EDTECH 592 Portfolio ............................................................... 3

**TOTAL** .................................................. 33

### Cognate Area

23-26

### Comprehensive Examination

1

### Dissertation

ED-CIFS 693 Dissertation ............................................................... 9-12

**TOTAL** .................................................. 66

The M.E.T. is a practitioner-focused program for educators planning on the master’s as their terminal degree, although it does not preclude doctoral study. Additional information can be found on our website: https://edtech.boisestate.edu/programs/masters-edtech/.

### Course Number and Title Credits

#### Core Classes

- EDTECH 501 Introduction to Educational Technology ........................................ 3
- EDTECH 502 The Internet for Educators ............................................................... 3
- EDTECH 503 Instructional Design for Educators ................................................ 3
- EDTECH 504 Theoretical Foundations of Educational Technology ..................... 3
- EDTECH 505 Evaluation for Educational Technologists ................................. 3

#### Elective Courses

A list of approved electives is maintained on the Department of Educational Technology website. ............................................................... 15

**TOTAL** .................................................. 15

### Culminating Activity

- EDTECH 593 Thesis ............................................................... 6

**TOTAL** .................................................. 33

A list of approved electives is maintained on the Department of Educational Technology website.
DUAL DEGREE PROGRAM WITH NATIONAL UNIVERSITY OF TAINAN
By earning two complementary degrees in two different locales, students can gain access to two networks of local contacts and colleagues and exposure to potential job opportunities. Additional information can be found on our website: [http://dualdegree.boisestate.edu/](http://dualdegree.boisestate.edu/).

GRADUATE CERTIFICATE: ONLINE TEACHING
The Graduate Certificate in Online Teaching focuses on skills and issues relating to this new instructional paradigm. Two specialization tracks include Adult and K-12 online teaching. Additional information can be found on our website: [http://edtech.boisestate.edu/programs/graduate-certificates/](http://edtech.boisestate.edu/programs/graduate-certificates/).

**Course Number and Title** | **Credits**
--- | ---
For Teachers of K-12 Students:  
EDTECH 521 Online Teaching in the K-12 Environment | 3  
EDTECH 523 Advanced Online Teaching Methods | 3 | 9  
Electives (3 credits):  
A list of approved electives is maintained on the Department of Educational Technology website.

For Teachers of Adult Learners:  
EDTECH 512 Online Course Design | 3  
EDTECH 522 Online Teaching for Adult Learners | 3 | 9  
Electives (3 credits):  
A list of approved electives is maintained on the Department of Educational Technology website.

GRADUATE CERTIFICATE: SCHOOL TECHNOLOGY COORDINATION
The Graduate Certificate in School Technology Coordination is an excellent way to become more proficient in skills and issues relevant to school technology leaders. This certificate is aligned to ISTE Technology Leadership Standards. You will be prepared to take the exam for CCNET (CCNA1) Cisco certification at the completion of EDTECH 552 and will be prepared to create and manage large-scale professional development programs, i.e. school-wide, district-wide, or statewide. Additional information can be found on our website: [http://edtech.boisestate.edu/programs/graduate-certificates/](http://edtech.boisestate.edu/programs/graduate-certificates/).

**Course Number and Title** | **Credits**
--- | ---
EDTECH 501 Introduction to Educational Technology | 3  
EDTECH 551 Technical and Grant Writing | 3  
EDTECH 552 Introduction to Network Administration | 3  
EDTECH 554 Managing Technology Integration in Schools | 3 | 12

GRADUATE CERTIFICATE: TECHNOLOGY INTEGRATION SPECIALIST
The Graduate Certificate in Technology Integration is an excellent way to become proficient in integrating technology into the learning environment. Additional information can be found on our website: [http://edtech.boisestate.edu/programs/graduate-certificates/](http://edtech.boisestate.edu/programs/graduate-certificates/).

**Course Number and Title** | **Credits**
--- | ---
EDTECH 502 The Internet for Educators | 3  
EDTECH 541 Integrating Technology into the Classroom Curriculum | 3  
EDTECH 542 Technology-Supported Projected-Based Learning | 3 | 9

A list of approved electives is maintained on the Department of Educational Technology website.
COURSEWORK
Course descriptions:  http://edtech.boisestate.edu/current-students/course-information/
Course schedule:  http://edtech.boisestate.edu/course-schedule-2/
Textbooks:  http://edtech.boisestate.edu/current-students/textbooks/

GRADUATE ASSISTANTSHIPS AND SCHOLARSHIPS
The Department of Educational Technology offers a limited number of full-time and part-time graduate assistantships each academic year, lasting from August to May. The GA application deadline is March 1st each year.

EdTech graduate assistantships provide an excellent opportunity to:
- gain practical experience on real world projects or online co-teaching with a faculty member
- collaborate with faculty on research projects
- immerse yourself in the scholarship of educational technology
- include your work experience with the department on your resume

Graduate assistants must be fully admitted into the EdTech degree program in order to apply and must meet any other requirements as set forth by the Graduate College.

For additional information on application requirements, stipends, and GAship requirements, please visit our website:  http://edtech.boisestate.edu/current-students/graduateassistantships/

For more information about our scholarship awards please visit our website:  http://edtech.boisestate.edu/current-students/scholarships/.

TECHNOLOGY SKILLS & COMPUTER REQUIREMENTS

MINIMUM SYSTEM REQUIREMENTS
Please refer to our website for current hardware and software requirements:  http://edtech.boisestate.edu/admissions/hardware-and-software-requirements/

Note: A few of our electives require specialized hardware or software. Please see the course description and/or syllabus for specific information.

COMMUNICATION AND INFORMATION SHARING
The Department of Educational Technology uses a number of different avenues to communicate and share information with you.

my.BoiseState Account
https://my.boisestate.edu/pages/default.aspx

My.BoiseState is Boise State University's web-based information and registration system used by all students, faculty, advisers, and staff. It is where you can access all of your personal contact and financial information, and register for classes. The student center on my.BoiseState has links to directions and video tutorials that can help you use and access all of the information available. Visit  http://oit.boisestate.edu/myboisestate/ for a complete list of resources available.

Students lose access to their Boise State account and GoogleApps accounts 10–30 days after graduation. This includes access to Google Sites, Google Drive and Google Docs, Youtube, and any other Google Apps students might use.

Boise State Email Account
http://my.boisestate.edu/pages/default.aspx

This email system is used by administration and faculty to send students important information throughout the year.
- Student accounts end in u.boisestate.edu while staff and faculty accounts do not.
- All official university correspondence about schedules, courses, fees, deadlines, graduation, and financial aid is sent to your Boise State email account. We recommend forwarding your Boise State email to an email account you use regularly so you don’t miss any important emails. To learn about forwarding your Boise State email to another email account, please visit  http://oit.boisestate.edu/email/email-services/broncomail/information/ or call the help desk at (208) 426-4357.
- Students lose access to their Boise State email accounts and GoogleApps accounts 10–30 days after graduation. This includes access to Google Sites, Google Drive and Google Docs, Youtube, and any other Google Apps students might use.
- Please provide the registrar’s office with an email address after graduation to receive emails from Boise State University as an alumnus.
Dropping one or all courses, particularly after the drop deadline date, may have a very adverse effect on your college career, both here and elsewhere. Before you decide to drop or withdraw, please contact Paul Castelin at paulcastelin@boisestate.edu for options and other resources.

MOODLE—OUR LEARNING MANAGEMENT SYSTEM (LMS)
Moodle is an open source e-learning application that provides you with a flexible, dynamic, and engaging learning environment. You will find:

- A secure learning environment where you can talk and share with students and faculty.
- Access to a wide variety of different educational materials.
- Links to our Albertsons Virtual Library resources.
- Tools for collaboration and group discussion.
- Easy access to your courses.

Moodle courses are designed with the student in mind.

- Grades—Your instructor will post your grades throughout the course on Moodle. Your final grade will be posted in my.BoiseState.
- Problem Solving with Instructors—If you have difficulty participating in class due to unexpected or extenuating circumstances, make sure to contact your instructor immediately. Instructors are there to help you succeed and are willing to discuss alternative plans.

EASY ACCESS TO OUR COURSES—MOODLE COURSES ARE DESIGNED WITH THE STUDENT IN MIND
Now that you’re registered for classes via my.BoiseState, each student needs to complete course enrollment in Moodle. A few days prior to the beginning of the semester, an email from your instructor will be sent to your Boise State email account. This email will include information advising how to get started using Moodle for your class.

2. Select the appropriate semester under the course categories block on the left side of the page.
3. Locate your course and section number and click the link to enroll.

Enter the following one-time enrollment key: “your enrollment key.” If you are unsure of your course and section number, please check your schedule in my.BoiseState.

STARTING MOODLE
All courses are available in Moodle. Instructors expect students to log into their Moodle class on the first day of classes. We recommend you log in to your courses daily if possible.
1. Start by opening your browser. Firefox is recommended.
3. Click on the create new account link on the upper right hand side of the page.
4. Follow the instructions to complete your Moodle registration. IMPORTANT: Your Boise State University email address needs to be used in order to create an account.

**UPDATE YOUR PROFILE IN MOODLE**

We recommend updating your profile information in Moodle, such as email forum digests, tracking forum posts, and any other settings, to customize your experience.

At the bottom of the Moodle home page, you will find access to detailed information on getting started and participating in courses.

**MOODLE TECHNICAL ASSISTANCE**

If you need assistance with a technical issue, please contact us at: moodlesupport@boisestate.edu. Trouble tickets can be submitted at: http://edtech.mrooms.org

**MOODLE AND ADOBE CONNECT ACCOUNTS ACCESS AFTER GRADUATION**

The EdTech Department deletes student accounts in Moodle and Adobe Connect two semesters after graduation.

**EDTECH2 ACCOUNT ACCESS AFTER GRADUATION**

The EdTech Department deletes EDTECH2 accounts one year after a student graduates. However, students typically lose SFTP to their account 30 days after graduation. Therefore, it is recommended that you download and archive a copy of your portfolio right after graduation. While we backup the server, we typically only have 30 days worth of backups at any given time. Therefore, 30 days after we delete your EDTECH2 account, your files are gone for good.

**ADDITIONAL ACCOUNTS—ACCESS AFTER GRADUATION**

Students have access to the library for one year after graduation.

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**TRACKING YOUR PROGRESS WITH YOUR ACADEMIC ADVISEMENT REPORT (AAR)**

The AAR is an online interactive tool that will allow you to track your progress toward graduation and help with your enrollment planning. The report displays the academic requirements for your program(s) and indicates whether those requirements have been met, are in progress, or completed.

**TO ACCESS YOUR AAR**


**FREQUENTLY ASKED QUESTIONS ABOUT YOUR AAR**

- **How do I know if a course requirement has NOT been satisfied?**
  
  Unsatisfied requirements will say “Not Satisfied” and the details about what is needed to fulfill the requirement (such as what course(s) to take or the number of credit hours needed) will be displayed.

- **What if a course I have taken is not being used to fulfill a requirement?**
  
  There may be several reasons why a particular course is not being used to fulfill a requirement:
  - Grades—core courses and electives required by your degree or certificate program need a grade of B or higher to fulfill the course requirement. A semester average GPA of 3.0 is required, as is an overall 3.0 GPA for any program in which you are admitted.
  - Catalog—courses that can be used to fulfill a requirement may not be the same from one specific catalog year to another.
  - Approval—some requirements require adviser approval to be submitted to the Registrar’s Office before they are posted to a student’s records.

  If you expected a particular course to fulfill a requirement, and it has not, please contact a graduation evaluator at degreeprogress@boisestate.edu or your adviser as soon as possible.

  For additional AAR Frequently Asked Questions, please visit the registrar’s website: http://registrar.boisestate.edu/studentfaqs/.

**REASONS YOUR AAR MAY BE INACCURATE**

- **You are taking courses based upon a different catalog than is recorded for you in my.BoiseState.**
  
  Grades—core courses and electives required by your degree or certificate program need a grade of B or higher to fulfill the course requirement. A semester average GPA of 3.0 is required, as is an overall 3.0 GPA for any program in which you are admitted.

  If your requirements in the catalog don’t match the report, you need to update your catalog information. Please contact gradcoll@boisestate.edu for assistance with updating your catalog information.

- **You have transfer credits, but your transcript has never been received or evaluated by Boise State University.**
• You’ve discussed transfer equivalencies with your adviser and department chair, but those equivalencies have never been formally recorded on my.BoiseState.edu. They are not entered into my.BoiseState until they are evaluated and approved by the Department and Graduate College using the Request for Approval of Transfer Credit form.

• You’ve discussed substitutions or waivers with your adviser and department chair, but have never submitted an Adjustment of Academic Requirements form to the Registrar’s Office.

• You’ve had an Adjustment of Academic Requirements form approved, but you have changed your degree or certificate and the adjustment is no longer showing on your AAR.

If you see any problems with your AAR, let your adviser know right away or email degreeprogress@boisestate.edu. Your AAR will not be accurate until you seek out help to resolve the problems.

MAKING CHANGES TO YOUR CATALOG, SCHEDULE, OR DEGREE

Changing Catalog Years or Certificate Programs

Students have the option to change to a catalog year that comes after the year they entered the program. To change catalog years, you might do one of two things:

• Notify the Graduate College at gradcoll@boisestate.edu of your desire to change catalog year.

• List the later catalog year on your Application for Admission to Candidacy (AAC) when you submit it. If you have already submitted your AAC, you will then need to submit a Request for Adjustment of Academic Requirements.

In either instance, you must meet the specific degree or certificate requirements of the new catalog year.

If you decide to change your certificate program after you have applied to the Graduate College, you need only submit a Program Change Request Form to the Graduate College.

Adding a Second Graduate Certificate

If you decide to earn an additional Graduate Certificate, you can do so by applying for a second certificate through the online application at the Graduate College after earning your first certificate. It is imperative, however, that you discuss your wish to earn an additional certificate with an adviser at the very beginning of your career to minimize problems with course scheduling and more.

Note: You cannot have completed more than 1/3 of the credits required for the second certificate before you are admitted into the second certificate program.

CULMINATING ACTIVITIES—GETTING PREPARED TO GRADUATE

Depending upon your certificate or degree, there are specific forms students must fill out in order to enroll in culminating activity courses and graduation. For thesis and dissertation guidelines, please visit: http://gradcoll.boisestate.edu/currentboisestategraduatestudents/

MASTER OF EDUCATIONAL TECHNOLOGY PROGRAM (M.E.T.)

Application for Portfolio—Portfolio is a course required for students in the M.E.T. program who enrolled beginning in Fall 2008 and after. This is taken in your last semester of the program. In order to qualify for Portfolio and receive a permission number to register, students must complete the Application for Portfolio as well as having completed the following items:

• Application for Admission to Candidacy (AAC) for your MET degree. Note: If you are also completing a certificate, you will need to submit the Proposed Plan of Study for a Graduate Certificate (PPSGC), in addition to the Application for Admission to Candidacy.

• Application for Graduation (Apply for Graduation) in my.BoiseState and pay the associated fee. Note: The university recognizes degrees and certificates as separate programs, therefore you must complete a separate Application for Graduation for each degree or certificate and pay the corresponding fees.

• Completion of all core courses

For additional information regarding the portfolio class, please visit http://edtech.boisestate.edu/current-students/academic-forms/#portfolioapp or http://edtech.boisestate.edu/programs/masters-edtech/portfolio/

MASTER OF SCIENCE IN EDUCATIONAL TECHNOLOGY PROGRAM (M.S.E.T.)

A thesis is required for students in the M.S.E.T. degree. Students are required to obtain adviser permission, write, and defend a full proposal in order to register for thesis credits. For additional information regarding the M.S.E.T. thesis, please visit http://edtech.boisestate.edu/current-students/culminating-activities/thesis/.

DOCTORATE IN EDUCATIONAL TECHNOLOGY (Ed.D.)

A student must undergo a process involving three primary steps on the way to satisfying the dissertation requirement of the doctoral degree program prior to graduation. These sequential steps must be followed in order; steps cannot be skipped.

1. Students defend their dissertation via a video conference session with their defense committee. This event is formally referred to as the final oral examination.

2. Students are then required to make modifications and follow the rest of the process outlined by the Graduate College and detailed in the appendix of this booklet. This requires any modifications that may be required by the defense committee and submits the revised dissertation to the chair of the supervisory committee for a final reading approval.
3. Students submit their dissertation and supporting documentation to the Graduate College for a format review by the Coordinator of Theses and Dissertations, and responds to any corrections that may be required by the Graduate College.

4. After successfully completing the format review, students submit their dissertation to the Graduate College in electronic and paper formats for review by the dean of the Graduate College.

5. The dissertation requirement of a graduate degree program is not considered satisfied until the dean of the Graduate College approves the final version.

6. The detailed requirements and procedures of the format review are given in a manual called Standards and Guidelines for Theses and Dissertations, which is available online from the Graduate College. A dissertation that does not conform to the Standards and Guidelines for Theses and Dissertations will be returned by the Graduate College to the student for corrections.

7. After the dissertation has passed the format review, the student must provide the Graduate College with additional copies as specified in the Rights, Permissions, and Publishing section of the Graduate College’s student handbook. The student must also pay a binding fee for the paper copies. Submission of the final version of the thesis or dissertation to the Graduate College should take place before the deadline published on the academic calendar. The electronic file is for the digital university repository and the two paper copies are for Albertsons Library. If the academic unit also requires a paper copy, the student submits that copy with an additional binding fee to the Graduate College for a total of three paper copies. Any paper copies beyond those required by the library and the academic unit are considered personal copies. A limit is imposed by the Graduate College on the number of personal paper copies; the student must pay a binding fee for each personal copy.

Because a dissertation is considered to be a significant contribution to a discipline, the Graduate College requires that all theses and dissertations be archived and made publicly accessible. The conditions for public access to dissertations may vary depending on a variety of circumstances. These conditions are requested by the student and reviewed by the Graduate College on an Access Agreement form. Approval by the Graduate College of an Access Agreement form is a graduation requirement for all students who complete a thesis or dissertation as part of a graduate degree program.

Commencement

EdTech master’s students should apply for graduation the semester before they plan to finish; certificate students should apply for graduation in their first semester of class(es), immediately after they have submitted their Proposed Plan of Study for a Graduate Certificate and had it approved. To apply for graduation, log into my.BoiseState and follow these instructions: http://oit.boisestate.edu/myboisestate/files/2013/07/Academics-%E2%80%93Apply-for-Graduation.pdf

PLEASE NOTE: Master's students with a graduate certificate must apply separately for the degree and the certificate.

To ensure successful completion of your degree or graduate certificate(s), please read all of the following information carefully:

• As soon as the AAC (see under Portfolio above) form is approved, you can apply for graduation and pay the required fee to the graduate college through my.BoiseState. This process should be completed no later than the deadline published in the academic calendar for the semester or summer session in which you intend to complete the degree or certificate requirements. You are responsible to meet the deadline.

• The university registrar transcript evaluator will conduct a final audit of your academic records and order your official embossed diploma or certificate.

• Students finishing in the spring semester typically graduate in May. Those finishing in summer graduate in August, and those who complete during the fall semester graduate in December. Both summer and fall graduates are welcome to walk in the December commencement held in Boise, ID.

• Students who miss their expected date of graduation twice are placed on inactive status by the registrar and are required to contact the registrar before attempting to establish a new graduation date.

If you plan to participate in the commencement ceremony in Boise:

• You will be notified via email when to make commencement plans. You must respond to requests regarding commencement by the deadlines stated in this correspondence.

• All commencement details are provided about four months prior to commencement—including how to order your cap and gown, announcements, details, and plans. You will also find these in the left column of the BSU Provost website: http://academics.boisestate.edu/provost/commencement/.

• In addition to notifying the university, you will see an announcement in Moodle asking you to let our department know if you are planning to attend commencement in Boise and walk in graduation.

Diploma Processing

It takes several weeks after graduation to receive your diploma by mail. All grades must be verified and all credits checked before your diploma is released. There is a $25.00 fee for printing the diploma. If you are earning a degree and a certificate at the same time, you must pay for each separately.

See http://academics.boisestate.edu/provost/commencement/diplomas/ for additional information.
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Notify us if you plan to attend commencement. You cannot get into the staging area without name cards.

One of our advisers, Jerry Foster, will meet you at the table where you get your name cards and will escort you to Paul Castelin.
paulcastelin@boisestate.edu
contact Paul at (208) 426-1962 or dixieconner@boisestate.edu

Graduation Assistance
Paul Castelin is the contact person in our office regarding any questions you have about forms that need to be submitted, dropping courses or withdrawing entirely, transfer credits, deadlines, and commencement. You can contact Paul at (208) 426-1962 or paulcastelin@boisestate.edu.

One of our advisers, Jerry Foster, will meet you at the table where you get your name cards and will escort you to the staging area where he reserves seats. You cannot get into the staging area without name cards.

RSVP To Be Added To Department and University Attendee List
Notify us if you plan to attend commencement. Dixie Conner is the adviser in our office who maintains the graduation participant list. Please email Dixie at dixieconner@boisestate.edu if you plan to attend. Registrar’s Office: You will receive an email from the Registrar’s Office and you must respond by the deadline stated in the email that you plan to attend.

Commencement Event
Latest Information: http://academics.boisestate.edu/provost/commencement/
About The Venue: This link is to the venue site and has info about seating, guest services etc. http://tacobellarena.com/guest-services/visit/
Transcripts, Diplomas and Certificates
Graduation occurs before final grades have been verified. At graduation you receive a diploma cover but your actual diploma and/or certificates are mailed to you by the Registrar’s Office approximately six weeks after grades have been submitted. This provides time for auditors to verify grades and successful program completion.
Announcements, Regalia, Graduation Gifts and More
The Boise State Bookstore coordinates all orders. Be sure to order by deadlines noted. http://www.boisestatebooks.com/graduation.asp
Regalia colors for the hood and tassels by degree:
  • Master of Science in EdTech (M.S.E.T.): Gold Hood, Gold Tassel.
  • Master of Educational Technology (M.E.T.): Light Blue Hood, Light Blue Tassel.

Graduation occurs before final grades have been verified. At graduation you receive a diploma cover but your actual diploma and/or certificates are mailed to you by the Registrar’s Office approximately six weeks after grades have been submitted. This provides time for auditors to verify grades and successful program completion.

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Announcements, Regalia, Graduation Gifts and More
The Boise State Bookstore coordinates all orders. Be sure to order by deadlines noted. http://www.boisestatebooks.com/graduation.asp
Regalia colors for the hood and tassels by degree:
  • Master of Science in EdTech (M.S.E.T.): Gold Hood, Gold Tassel.
  • Master of Educational Technology (M.E.T.): Light Blue Hood, Light Blue Tassel.
Account Maintenance Center representatives can research and explain charges, payments, and financial aid disbursements, and determine how these affect the balance on your student account. They are also available to help students with payment plans and to approve short-term loans. The center also processes all refunds on student accounts.

The Albertsons Library
http://library.boisestate.edu
EdTech specific resource guide:
http://guides.boisestate.edu/edtech
EdTech Librarian – Margie Ruppel
Phone: (208) 426-1323
E-mail: margieruppel@boisestate.edu

The Albertsons Library provides access to a vast array of online journals, research databases, reference works, newspapers, books in print and electronic format, and other sources for research and learning. The library website links to most library information resources including the library catalog, databases, online journals, and reference sources. Distance education students can find information on using the library to obtain materials to support their coursework.

The Help Desk can help with the following situations:
• Access to your my.BoiseState account
• Resetting passwords

The Financial Aid Office
http://financialaid.boisestate.edu
Phone: (208) 426-1644, (800) 824-7017
Fax: (208) 426-1305
E-mail: faquest@boisestate.edu

As a graduate student seeking financial aid, you may face situations unique from those that undergraduate and applied technology students encounter. Examples of those unique situations include:
• Different credit requirements for student loan eligibility
• Programs eligible for federal financial aid
• An enrollment status of "Pending Department Review"
• A student fee waiver offered with a graduate assistantship
• Different student loan limits
• Complete correct loan MPN (Master Promissory Note)
• Federal PLUS loans available for grad students
• Maximum credit standards for Satisfactory Academic Progress eligibility

For specific graduate student information visit:
http://financialaid.boisestate.edu/graduate-student-information/

The Graduate College
http://www.graduatecollege.boisestate.edu
Phone: (208) 426-3903, (800) 824-7017
E-mail: gradcoll@boisestate.edu

The website has an academic calendar with key deadlines you will want to monitor. There are a number of Graduate College forms available for students on the website:
http://graduatecollege.boisestate.edu/forms/
**International Admissions Office**
http://admissions.boisestate.edu/international
Phone: (208) 426-1156 or (800) 824-7017 #1
E-mail: interntl@boisestate.edu

**Payment and Disbursement Center**
The Payment and Disbursement Center processes all payments associated with student accounts and assists student in understanding their account. Staff accept payments in the office and by phone, and can also answer questions about payment plans and making payments via my.BoiseState using credit card or e-check.
Phone: (208) 426-1212
E-mail: sfinfo@boisestate.edu

**The Registrar’s Office**
The Registrar’s Office handles all aspects of registration, transcripts, graduation requirements, grading policy, class schedules, and transfer credit information. FAQs can be viewed at http://registrar.boisestate.edu/studentfaqs/
A copy of the Graduate College catalog with all policies related to your program can be viewed at http://graduatecatalog.boisestate.edu/

**Veteran’s and Military Support**
http://veterans.boisestate.edu/
Phone: (208) 426-3744 or (208) 426-1505
Email: veteranservices@boisestate.edu

**Disability Resource Center**
The Disability Resource Center is responsible for ensuring that Boise State University maintains an educationally and physically open, accessible environment for students with disabilities.
http://drc.boisestate.edu/
Phone: (208) 426-1583
Email: drcinfo@boisestate.edu

**UNIVERSITY CONTACT INFORMATION**

**DESCRIPTION OF SERVICES**

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**PROFESSIONAL AND SOCIAL NETWORKING**

**ORGANIZATIONS—STUDENT AND PROFESSIONAL**

**Graduate Student Association (GSA)**
The mission of the EdTech GSA is to facilitate the growth and professionalism of current and future students as leaders in the field of educational technology. While maintaining the status of the university-recognized student organization, the department and the students in the GSA are committed to creating an environment where opportunities to communicate, share ideas, and resources will enrich the experiences of students, faculty, and alumni.

- Become a member: http://edtechgsa.wordpress.com/members/
- Meetings are held in EdTech Moodle: http://edtech.mrooms.org/mod/forum/discuss.php?id=22495
- Facebook Page: https://www.facebook.com/edtechbsu?ref=tn_tnmn
- LinkedIn Page: http://www.linkedin.com/groups?mostPopular=&gid=3456371

**OTHER INFORMATION SOURCES**

EdTech Connection: http://issuu.com/edtech-boisestate
The EdTech Department publishes a magazine three times a year. It includes news about the department, faculty, staff, students, alumni, exciting new courses, and more. All students, faculty, and staff automatically receive a copy in their Boise State email. If you would like to share a story, please contact Jerry Foster at jfoster@boisestate.edu.

**CAREERS**
EdTech graduates are hired in a variety of positions such as online teachers in grades K-16, instructional designers in higher education, textbook publishing, e-learning providers, school technology coordinators, regional technology teacher trainers, directors of academic technologies, and more. Use the following job resources to find positions that fit your needs: http://edtech.boisestate.edu/current-students/find-a-job/.

**FACULTY**
You will find that the university and our EdTech program attracts faculty member who are dedicated to excellence in teaching, creative in generating new knowledge, and generous in using their expertise to solve society’s problems. Moreover, the faculty members at Boise State University recognize that high-quality teaching is their primary goal, giving you the opportunity to work with some of the West’s most respected researchers and educators. Below is a list of faculty blogs and websites.

Dr. Young Kyun Baek  http://gamestudio.boisestate.edu/
Dr. Yu-Hui Ching  https://sites.google.com/site/yuhuiching/
Jerry Foster  http://issuu.com/edtech-boisestate
Dr. Chris Haskell  http://coolteachers.org/
Dr. Yu-Chang Hsu  https://sites.google.com/site/yuchanghsuportfolio/
Dr. Ross Perkins  http://works.bepress.com/ross_perkins/
Dr. Kerry Rice  http://edteki.wordpress.com/
Dr. Barbara Schroeder  http://edtechtoday.wordpress.com
http://moodleista.wordpress.com
Dr. Chareen Snelson  http://tube teaching.blogspot.com
http://youtube.com/user/csnelsonbsu

SOCIAL NETWORKS
Our department has a variety of ways to keep in network socially:

- Facebook  https://www.facebook.com/edtechbsu
- Twitter  https://twitter.com/edtechbsu
- LinkedIn  http://www.linkedin.com/groups/EdTech-Boise-State-2670143
- YouTube  http://www.youtube.com/user/edtechboisestate
- Moodle  http://edtech.mrooms.org/
- Cool Teacher Podcast  http://coolteachers.org/
- Google+  https://plus.google.com/100221146067936846719/posts

The department adviser responsible for daily posting and maintenance of these sites is Dixie Conner. Email Dixie at dixieconner@boisestate.edu.

Please join and participate!
IMPORTANT - PLEASE SAVE THIS HANDBOOK AND USE IT FROM NOW TILL GRADUATION

THE COLLEGE OF EDUCATION
EDTECH.BOISESTATE.EDU

BOISE STATE UNIVERSITY