
Student Handbook: Master of Education in Instructional Technology

Department of Educational Technology, Research and Assessment



**Northern Illinois
University**

2017-2018

Table of Contents

Table of Contents	1
Student Responsibility	4
Welcome	5
How to Use This Handbook.....	5
Academics.....	6
M.S. in Education in Instructional Technology	6
Instructional Technology Generalist Concentration	6
Core (18 hours)	6
Major Electives (15 hours).....	6
One research course from the following (3)	6
One production course from the following (3)	6
Comprehensive Examination	6
Technology Specialist Program	7
Degree Requirements.....	7
Illinois Entitlement & Endorsement Requirements	7
Library Information Specialist Concentration	8
Degree Requirements.....	8
Illinois Entitlement & Endorsement Requirements	8
M.S. in Education Program Timeline	9
Academic Advising.....	10
Program of Courses.....	10
Comprehensive Examination	11
Field Experience	11
Internship (ETT 586)	11
Practicum (ETT 569)	11
Independent Study (ETT 597)	12
Incomplete Grades	12

Elective Courses (Non-ETT)	13
Transfer	13
Course Work	13
Illinois Entitlement and Endorsement.....	13
Degree Time Limit.....	13
Expired.....	13
Course Work.....	13
Taking Time Off from the Program.....	14
Graduation.....	14
Finances	15
Tuition and Financial Aid	15
Tuition Waivers	15
Assistantships.....	15
Student Conduct.....	16
Student Academic Responsibility	16
Student Academic Integrity	16
The Review Process for Academic Misconduct	17
Non-Academic Expectations from ETRA Students	19
Student Classroom Conduct.....	19
The Review Process for Non-Academic Misconduct.....	20
Student Responsibility for Obtaining Current University Information	22
Resources	23
Your Student ID Number.....	23
Your NIU Email Account	23
Registration.....	23
Summer and Fall Registration:	24
Spring Registration:	24
Registration Permits.....	24
Parking Permits.....	24
Accommodations for Students with Disabilities.....	24
ETRA Department Contacts	25
Department Chair.....	25

Instructional Technology Faculty	25
Educational Research and Assessment Faculty	25
ETRA Graduate Advisor.....	25
ETRA Support Staff.....	25
University Support At-A-Glance	26
Bursar’s Office.....	26
Campus Parking Services	26
College of Education.....	26
ETRA Department	26
Financial Aid.....	26
The Graduate School.....	26
Registration and Records	26
Student Insurance Office.....	26
Testing Services	27

Student Responsibility

“It is the responsibility of students to know and observe all regulations and procedures relating to the program they are pursuing, as well as those of the university and Graduate School. In no case will a regulation be waived or an exception granted because students plead ignorance of, or contend that they were not informed of, the regulations or procedures. Questions on regulations and their interpretation pertaining to studies at the graduate level should be addressed to the office of the dean of the Graduate School.

Students planning to graduate should familiarize themselves with the dates relating to application for graduation and other pertinent deadlines. (See the Graduate School Calendar, copies of which may be obtained from the Graduate School, www.grad.niu.edu) It is necessary to apply for graduation by the specified deadline in order to graduate in a particular term, whether or not the student plans to attend the commencement ceremonies, if any.

Students must satisfy the degree requirements of the catalog in force during the term for which they have been admitted to and begin course work in the degree program; or they may, with the consent of their advisers, meet graduation requirements by complying with the degree requirements of a later catalog. Students readmitted to a degree program must meet degree requirements of the catalog in force at the time of the later admission (or of a subsequent catalog, as provided above). Aside from degree requirements, all students are subject to the regulations and policies stated in the catalog currently in force. Exceptions to regulations and requirements contained in the Graduate Catalog require the written approval of the office of the dean of the Graduate School, unless otherwise stated in the catalog”.

Retrieved from [NIU Graduate Catalog, 2016-2017](#)

Welcome

Welcome to the Master of Science in Education (M.S. in Education) Degree in Instructional Technology! The Master of Science in Education (M.S. in Education) degree program in Instructional Technology prepares students to be competent practitioners and creative leaders in all major areas of the field. Students develop competencies in such areas as performance technology, instructional software design and development, information access, materials selection and evaluation, media administration, program evaluation, and instructional design, development, and evaluation.

Many of our courses are scheduled in the evenings to accommodate working professionals who wish to learn new skills for use in their current work, or to prepare for a new career in instructional technology, including professional positions and administrative roles in education, business, and industry.

A core of eight courses begins with a pro-seminar that provides a foundation to the theories, careers, trends and issues in instructional technology. Seven subsequent courses focus on message design, technology integration and strategies, production, leadership, research and evaluation, ethics, and a professional development experience in the form of a project-based practicum or field-based internship. The program culminates with a professional portfolio experience.

How to Use This Handbook?

This handbook is created to provide you with pertinent information to guide your successful progress through the program. The handbook is divided into several sections that include advisement and program planning, applying for graduation, and a program completion timeline.

Consult this handbook, along with the [Graduate Catalog](#), on all requirements for graduate study. Additional information is available on the [ETRA Website](#).

**Educational Technology,
Research and Assessment**
Gabel Hall 208
DeKalb, IL 60115
Phone: (815)753-6085
Fax: (815)753-9388 fax
e-mail: etra@niu.edu

Your advisor, the ETRA department staff, and the ETRA chair can answer questions regarding the ETRA department, its programs, and/or related issues.

Suggestions for revisions that would make this handbook more useful to graduate students may be sent to the ETRA program advisor in Gabel Hall 208, ETRA@niu.edu, and (815)753-6085

Academics

M.S. in Education in Instructional Technology **Instructional Technology Generalist Concentration**

The M.S. in Education in Instructional Technology program provides specialized training and preparation for employment as school library information specialists, technology specialists, and instructional developers in business and industrial training departments, or as producers of software in a variety of locations. The program includes general requirements in Instructional Technology, and electives as follows:

Core (18 hours)

- ETT 510: Instructional Media and Technology (3)
- ETT 511: Advanced Instructional Media Design (3)
Or, ETT 531: Visual Literacy (3)
- ETT 553: Professional Standards in Instructional Technology (3)
Or, ETT 542: Information Access and Social Responsibilities for Library Information Specialists (3)
- ETT 569: Practicum: Instructional Design (3)
Or, ETT 586: Internship in Instructional Technology Credits: (6)
- ETT 570: Instructional Technology Administration (3)
Or, ETT 533: Administration of School Library Media Center (3)

Major Electives (15 hours)

15 additional semester hours in major or approved by adviser

One research course from the following (3)

- ETR 519: Applied Educational Research (3)
- ETR 520: Introduction to Research Methods in Education (3)
- ETR 531: Program Evaluation in Education (3)

One production course from the following (3)

- ETT 530: Instructional Technology Tools (3)
- ETT 536: Web-Based Learning (3)
- ETT 538: Developing Educational Software (3)
- ETT 555: Media Design: Multimedia (3)
- ETT 558: Instructional Video I (3)

Comprehensive Examination

The comprehensive examination requirement is fulfilled by successfully completing and presenting a portfolio of student work that demonstrates competency in all core areas of the program. **Total Degree Requirements (33 hours)**

M.S. in Education in Instructional Technology Technology Specialist Program

The M.S. in Education in Instructional Technology program with a K-12 Technology Specialist concentration provides the necessary standards-based course work for Entitlement. You must hold an Illinois professional educator license to receive Technology Specialist Entitlement. Individuals may earn the K-12 Entitlement as an initial professional educator license by completing additional course work and practicum experiences. Knowledge and performance standards required by the State of Illinois are met through completion of the following required courses. These courses are subject to change at any time.

Degree Requirements

(33 semester hours)

- ETT 510: Instructional Media and Technology (3)
- ETT 511: Advanced Instructional Media Design (3)
Or, ETT 531: Visual Literacy (3)
- ETT 530: Instructional Technology Tools (3)
Or, ETT 555: Multi-Media Design (3)
- ETR 520: Introduction to Educational Research (3)
Or, ETR 519: Applied Educational Research (3)
Or, ETR 531: Program Evaluation (3)
- ETT 535: Distance Education Design and Delivery (3)
Or, ETT 536: Web Based Learning (3)
- ETT 553: Professional Standards in Instructional Technology (3)
- ETT 570: Instructional Technology Administration (3)
- ETT 573: Instructional Technology Facilities (3)
Or, ETT 592: Special Topics: Networking (3)
- ETT 586: Internship (3)
Or, ETT 569: Practicum (3)
- ETT ___ Approved Elective (3)
- ETT ___ Approved Elective (3), if needed
- **Comprehensive Examination** in the form of an electronic portfolio

Illinois Entitlement & Endorsement Requirements

In addition to the required course work, and unless already taken as part of their professional educator license, students pursuing Technology Specialist Entitlement must also complete the following:

- Pass Entitlement Tests
 - Basic Skills Test or Test of Academic Proficiency
 - Technology Specialist Content Test (must be completed before field experience)
 - K-12 Assessment of Professional Teaching (APT) Test (complete before entitlement)
- A course in non-Western culture may be required
- A course in exceptional education (SESE 557 at NIU) may be required
- [ISBE Educator Licensure](#)
- [Illinois Licensure Testing Systems](#)
- Apply for Entitlement in your last semester

M.S. in Education in Instructional Technology Library Information Specialist Concentration

The M.S. in Education in Instructional Technology program with a K-12 Library Information Specialist concentration provides the necessary standards-based course work for Entitlement. You must hold an Illinois professional educator license to receive Library Information Specialist Entitlement. Individuals may earn the K-12 Entitlement as an initial professional educator license by completing additional course work and practicum experiences. Knowledge and performance standards required by the State of Illinois are met through completion of the following required courses. These courses are subject to change at any time.

Degree Requirements

(39 semester hours)

LIS Core (18 hours)

- ETT 504: Cataloging and Classification (3)
- ETT 508: Reference Theory and Practice (3)
- ETT 523: Media for Young Adults (3)
- ETT 527: Library Materials for Children (3)
- ETT 533: School Library Media Centers (3)
- ETT 542: Information Access and Social Responsibilities for Library Information Specialists (3)

Technology Core (18 hours)

- ETT 510: Instructional Media and Technology (3)
- ETT 511: Advanced Instructional Media Design (3)
Or, ETT 531: Visual Literacy (3)
- ETT 530: Instructional Technology Tools (3)
- ETT 586: Internship (3)
Or, ETT 569: Practicum (3)
- ETT ___ Approved Elective (3), if needed.

Research Requirement (3 hours)

- ETR 520: Introduction to Educational Research (3)
Or, ETR 519: Applied Educational Research (3)
- Or, ETR 531: Program Evaluation (3)*

Comprehensive Examination in the form of an electronic portfolio

Illinois Entitlement & Endorsement Requirements

In addition to the required course work, and unless already taken as part of their professional educator license, students pursuing Library Information Specialist Entitlement must also complete the following:

- Pass Entitlement Tests
 - Basic Skills Test or Test of Academic Proficiency
 - Library Information Specialist Content Test (must be completed before field experience)
 - K-12 Assessment of Professional Teaching (APT) Test (complete before entitlement)
- A course in non-Western culture may be required
- A course in exceptional education (SESE 557 at NIU) may be required
- **ISBE Educator Licensure:**
- **Illinois Licensure Testing Systems**
- Apply for Entitlement in your last semester

M.S. in Education Program Timeline

- 1** Begin the M.S. in Education Program
Enroll in courses for the semester in which you were admitted. Enroll in ETT 510 as early as possible.
- 2** Communicate with the [ETRA Graduate Advisor](#) to plan and complete your Program of Courses within the first year. View Academic Requirements Report in [MyNIU](#).
- 3** Complete graduate course work
- 4** Apply for graduation at [MyNIU](#)
- 5** Attend a Comprehensive Examination/Portfolio Information Meeting
- 6** Complete Comprehensive Examination (Portfolio) after completing 30 hours of coursework
- 7** Complete Field Experience(s) after completing 30 hours of coursework
ETT 569 (Practicum) – 3 semester hours
ETT 586 (Internship) – 6 semester hours
- 8** Participate in Commencement! Remember to RSVP and get tickets.

Academic Advising

Communicate frequently with the [Graduate Advisor](#) to avoid problems later in your program.

The Graduate Program Advisor will act as your program advisor. Together with your advisor, you will develop a Program of Courses that includes both required courses and those that will benefit you in preparation for a career in instructional technology.

Your advisor will be available at various times for advising appointments. You can make appointments in person, by telephone or email. When doing so, be sure to confirm your appointment prior to arriving on campus.

Program of Courses

Stay informed of important program information and updates.

Notify the ETRA department of changes in your mailing address, telephone number, and E-mail at ETRA@niu.edu

It is important to make an appointment with your advisor as soon as you have been admitted to the program to develop a Program of Courses, discuss career goals and options, and obtain timely information regarding the comprehensive examination and preparation for graduation.

Your Program of Courses must be approved by your program advisor the ETRA department chair, and the Graduate School. The Graduate School approves your program as part of the graduate degree requirements check. You should review your Program of Courses and degree requirements in MyNIU prior to registering each semester. Consult with your advisor if and when you desire to take courses other than those listed on the program. In such cases, your advisor must submit the change to the ETRA department chair and the Graduate School for approval.

Please consult with your program advisor when you have questions or concerns about program requirements. “Grape vine” information can be student-specific, may be misleading, and can and has delayed graduation for some students. See the Graduate Catalog for complete and specific information regarding program requirements.

Your Program of Courses must conform to the requirements of the instructional technology program as stated in the graduate catalog under which you were admitted. **The Master of Science in Education Degree in Instructional Technology requires a minimum of 33 semester hours** as indicated below:

Core (18 hours)

ETT 510: Instructional Media and Technology (3)

ETT 511: Advanced Instructional Media Design (3)

Or, ETT 531: Visual Literacy (3)

ETT 553: Professional Standards in Instructional Technology (3)

Or, ETT 542: Information Access and Social Responsibilities for Library Information Specialists (3)

ETT 569: Practicum: Instructional Design (3)

Or, ETT 586: Internship in Instructional Technology (6)

ETT 570: Instructional Technology Administration (3)

Or, ETT 533: Administration of School Library Media Center (3)

Major Electives (15 hours)

15 additional semester hours in major or approved by adviser

One research course from the following (3)

ETR 519: Applied Educational Research (3)

ETR 520: Introduction to Research Methods in Education (3)

ETR 531: Program Evaluation in Education (3)

One production course from the following (3)

ETT 530: Instructional Technology Tools (3)

ETT 536: Web-Based Learning (3)

ETT 538: Developing Educational Software (3)

ETT 555: Media Design: Multimedia (3)

ETT 558: Instructional Video I (3)

Comprehensive Examination

The comprehensive examination requirement is fulfilled by successfully completing and presenting a portfolio of student work that demonstrates competency in all core areas of the program.

Field Experience

All M.S. Ed. in IT students are required to complete a Field Experience. An Internship is 6 credits and typically 200 hours of work. A Practicum is 3 credits and typically 100 hours of work.

Internship (ETT 586)

Internships are field-based experiences in a practical situation under the guidance of a staff member from that setting and a designated ETRA department supervisor. Students interested in an internship experience should contact the ETRA field experience coordinator.

An **Independent Study & Individualized Project Contract Form** and **Independent Study Form Federal Selective-Service Registration Compliance Form** must be completed and submitted to the ETRA field experience coordinator and department chair for their approval before you can register for the internship course (ETT 586).

The internship experience may be repeated to a maximum of 12 semester hours, although a maximum of 6 semester hours may be applied to the Program of Courses.

Practicum (ETT 569)

Practicum experiences are instructional design or media administration field experiences in an applied setting. Students interested in a practicum are encouraged to develop a proposal for the experience and contact the ETRA field experience coordinator.

An **Independent Study and Individualized Project Contract Form** AND a **Federal Selective-Service Registration Compliance Form** must be completed and submitted to the ETRA field experience

coordinator and department chair for their approval before you can register for the practicum course (ETT 569).

Practicum receives 3 semester hours of credit and may be repeated to a maximum of 6 semester hours.

Independent Study (ETT 597)

Independent study involves a *research-based* project that focuses on instructional technology. Students interested in an instructional technology independent research project must develop a preliminary proposal and then seek the supervision of an ETRA faculty member who is willing to direct the research.

An **Independent Study and Individualized Project Contract Form** must be completed and submitted to the ETRA supervising faculty and department chair for their approval before you can register for the independent study course (ETT 597). Links to forms are provided on the **ETRA website**.

Independent Study and Individualized Project Contract Form must be completed and submitted to the ETRA supervising faculty and department chair for their approval before you can register for the independent study course (ETT 597). Links to forms are provided on the **ETRA website**.

Independent studies can earn from 1 – 3 credit hours per semester, and may be repeated for a total of 6 semester hours as long as the projects are unique.

Incomplete Grades

Incomplete course grades are issued only under special circumstances. To request an Incomplete grade, you must submit an **Incomplete Grade Form** to the ETRA department, outlining the reason for the Incomplete request, the work to be completed, and the deadline for completion of the work. Fulfillment of all requirements is the student's responsibility, after which the faculty member will submit the final grade to the Graduate School.

An incomplete grade must be removed within 120 days, whether or not you are enrolled, or the incomplete (I) grade will be converted to an "F" grade. A student may not graduate with a transcript entry of "I" on his or her record. Please read the section **Grading System** in the Graduate Catalog for further information.

**Elective Courses
(Non-ETT)**

Course work from other NIU departments may be included as part of your official Program of Courses. Typically, these courses are selected from the departments of Counseling, Adult, and Higher Education; Leadership, Educational Psychology and Foundations; Communications; English; the School of Art; and the College of Business.

Obtain the approval of your program advisor prior to registering for any course to be used as part of the degree program. Courses listed on your approved Program of Courses do not need prior approval for registration.

**Transfer
Course Work**

With the approval of your program advisor and the Office of the Dean of the Graduate School, some graduate courses taken at other accredited (U.S.) or recognized (foreign) institutions may be accepted and applied to the credit-hour requirements in the Instructional Technology program.

To have a transfer course considered, you should provide a course syllabus and other documentation that will assist in our review for applicability and relevance. You are advised against taking courses before consulting with your program advisor, as some courses cannot be transferred to NIU. Please read the section [Transfer Credit](#) in the Graduate Catalog for more information. After consulting with your advisor, complete the [Transfer Credit Request form](#) available on the Graduate School Website.

**Illinois Entitlement
and Endorsement**

The instructional technology program offers courses to assist individuals in achieving entitlement or endorsement in a number of areas. Contact the ETRA program advisor for details at ETRA@niu.edu or call (815) 753-6085

Degree Time Limit

You must fulfill all degree requirements within six consecutive years immediately preceding the date of your graduation. This time limit applies to enrollment in all graduate course work listed on your Program of Courses, including work for which transfer credit and student-at-large credit is allowed. For example, if your first course was taken in the fall of 2014, you would need to graduate no later than August of 2020.

**Expired
Course Work**

Course work taken that does not fall within the six-year period allowed for the degree program **may** be considered for revalidation. Revalidation typically requires that you demonstrate current knowledge

of the subject matter to the satisfaction of the department offering the course through successful completion of an appropriate examination or other assessment. Transfer course work cannot be revalidated. To have a course considered for revalidation, contact your advisor to begin the process.

Taking Time Off from the Program

You must inform the ETRA department **in writing** of any lapse in enrollment in your studies prior to taking the time off. Your letter should provide basic information regarding the reason for the leave. If you have not been enrolled for 12 consecutive months, your admission to the program will be cancelled, and you will need to complete a **Re-Entry Request Form** on the Graduate School website to be considered for re-entry.

Regardless of the leave taken, the time to completion of course work will be computed from your original start date. Therefore, a leave of absence may affect the time limit of your program in which courses may expire.

Graduation

When you intend to graduate at the end of a particular term, you must submit a completed graduation application to the Graduate School (via [MyNIU](#)), including payment of the graduation fee, **by the application deadline for that term**. The **Graduation Deadlines for Graduate Students** is published for each semester on the Graduate School website.

The application form must be submitted, and the fee paid, only once for each degree earned; each application is specific to a particular degree program.

The Graduate School will review your *Degree Requirements* and send you a *Graduation Audit* that will indicate program status based on current and past course work. Read this letter carefully and address any and all deficiencies before the stated deadline.

After it has been verified that all degree requirements have been met, an official *Certificate of Completion* can be issued by the Graduate School to you or to another party designated in writing by you. This certificate is commonly accepted as proof of your degree completion in advance of issuance of the diploma and degree transcript.

PLEASE keep in touch with the ETRA department and notify us of changes in your name, home address, telephone numbers, and email addresses. This will enable us to contact you regarding career opportunities, department news, and other important university and department information. Send updates to **ETRA@niu.edu**.

Finances

Tuition and Financial Aid

The Office of the Bursar maintains the various tuition and fee rates for all students. Tuition and fees are subject to change at any time. The [Graduate Tuition and Fee schedule](#) is posted on the Bursar's website.

Financial Aid

Limited forms of financial support are available. For more information, visit the [Student Financial Aid Office website](#).

Also, the College of Education and the Department of Educational Technology, Research and Assessment (ETRA) offer several scholarships. To view scholarships, or to apply, visit the [College of Education online scholarship site](#).

For more information on Tuition, Fees, and Surcharges, visit the [Office of the Bursar website](#).

Tuition Waivers

Information about tuition waivers for graduate students may be found at this website: <http://www.niu.edu/grad/funding/waivers.shtml>

Assistantships

Graduate assistantships supplement students' graduate studies with experiences appropriate to their academic pursuits. Assistantship stipends vary among the units offering them, but they all are accompanied by a full tuition-waiver scholarship.

Student Conduct

The Department of Educational Technology, Research and Assessment (ETRA) emphasizes its policy that all students are subject to the rules and regulations of Northern Illinois University currently in effect or which, from time to time, are put into effect by the appropriate authorities of the university. Students, in accepting admission, indicate their willingness to subscribe to and be governed by these rules and regulations and acknowledge the right of the university to take such disciplinary action, including suspension and/or expulsion, as may be deemed appropriate for failure to abide by such rules and regulations or for conduct deemed unsatisfactory or detrimental to the department and the university. Please refer to Northern Illinois University Student Conduct for further reference.

Student Conduct

Campus Life Building, Room 280
DeKalb, IL 60115

Phone: (815) 753-1571

Fax: (815) 753-9289

Email: judicial@niu.edu

Website:

<http://www.niu.edu/conduct/>

Student Academic Responsibility

Students must demonstrate appropriate professional and ethical standards for their academic achievement. Students enrolled in any ETRA undergraduate and/or graduate program will acknowledge the philosophical foundation, mission, and goals of the department and will represent them in a professional manner. The following is an outline of appropriate student academic performance. Students will demonstrate:

1. evidence of ethical decision-making.
2. respect for the field as a professional endeavor with thorough attention to all details in written work.
3. punctuality to the class and with submission of assignments. Student will attend class sessions and stay until the end of the sessions.
4. the overall work ethic necessary to promote success as a professional in the field.
5. appropriate collaboration with interpersonal, listening, and communication skills.
6. evidence of the ability to compromise and to respect others' opinions during group work.
7. consideration of the needs of all learners.
8. receptivity to new ideas or multiple perspectives. The student seems to appreciate the course content as relevant to future endeavors.
9. evidence of appropriate study skills to promote his/her own success.
10. responsibility with regard to scholarship, assessment practices, and/or use of data.
11. respect for diverse peers, instructors and other.

Student Academic Integrity

“Good academic work must be based on honesty. The attempt of any student to present as his or her own work that which he or she has not produced is regarded by the faculty and

administration as a serious offense. Students are considered to have cheated if they copy the work of another during an examination or turn in a paper or an assignment written, in whole or in part, by someone else. Students are guilty of plagiarism, intentional or not, if they copy material from books, magazines, or other sources without identifying and acknowledging those sources or if they paraphrase ideas from such sources without acknowledging them. Students guilty of, or assisting others in, either cheating or plagiarism on an assignment, quiz, or examination may receive a grade of F for the course involved and may be suspended or dismissed from the university. A faculty member has original jurisdiction over any instances of academic misconduct that occur in a course which the faculty member is teaching. The student shall be given the opportunity to resolve the matter in meetings with the faculty member and the department chair. If the facts of the incident are not disputed by the student, the faculty member may elect to resolve the matter at that level by levying a sanction no greater than an F for that course. The faculty member shall notify the student in writing whenever such action is taken, and the Office of Community Standards and Student Conduct shall receive a copy of the Academic Misconduct Incident Report indicating final disposition of the case, which will be placed in the student's judicial file. In all matters where the charge of academic misconduct is disputed by the student or if the faculty member feels a sanction greater than an F in the course is appropriate (such as repeated offenses or flagrant violations), the faculty member shall refer the matter to the Office of Community Standards and Student Conduct making use of the Academic Misconduct Incident Report. Additional sanctions greater than an F in a course can be levied only through the University Judicial System. With regards to finding the student either responsible or not responsible for his or her action, the ruling of the Judicial Hearing Board shall be binding. In cases where there is either a finding of responsibility or an admission of responsibility by the student, any recommendations by the hearing board regarding the course grade are non-binding on the instructor, who remains solely responsible for assigning a course grade, consistent with the policies set forth in the course syllabus.”

(Retrieved from NIU Undergraduate Catalog, 2016-2017, page 71)

The Review Process for Academic Misconduct

Every effort is made to handle faculty concerns about student performance and progress in the program on an informal basis and to work together to resolve these concerns. Academic incidents are ranked as low, moderate, or high. The following (Table SC1) are examples and are not inclusive of all types of incidents

- See NIU Student Code of Conduct Policy Article III, Section A, Number 4: Academic Misconduct. <http://niu.edu/conduct/pdf/niu-scc-final.pdf>
- See [NIU Undergraduate Catalog](#), 2016-2017, page 61-71, sections Academic Regulations/Other Academic Policies/Academic Integrity for further reference.

A non-documented Review Process is as follows for low ranked incident(s):

1. Faculty member will email a note to self, documenting the incident.
2. Faculty member will speak with student and together the faculty member and the student will determine an action plan.

- No formal documentation will be placed in the student’s file in the ETRA Department office.

Table SCI: Academic Misconducts Examples

Low	Moderate	High
<ul style="list-style-type: none"> Late/missing homework, Wrongful citation of references Not following guidelines Lack of class participation 	<p>Three or more low-ranked academic incidents</p>	<ul style="list-style-type: none"> Plagiarism or cheating as defined in the NIU student code of conduct. Unethical research conduct

A documented Review Process is as follows for moderate and high ranked incident(s):

- Faculty member identifies concerns about student to program faculty. Student is notified in writing of concern and is required to meet with appropriate faculty member(s).
- Program faculty member(s) and student’s advisor meet with the student and express concerns about academic performance and the impact on the student’s status in the program. During this meeting the student is given time to respond to concerns, and together the faculty members and student establish a plan to remedy the situation. At this time, the faculty inform the student that they will discuss the plan of action with the entire department faculty. Student will receive a letter documenting the key points and established remedies. A copy of this letter goes in the student’s file in the ETRA Department office.
- The program faculty are presented the plan of action and provide input. Following this meeting, the appropriate faculty members meet again with the student to share any additional pertinent information or additions to the action plan.
- Following this student-faculty discussion, the plan is finalized and the faculty members send a written copy to the student. A copy of the plan is placed in the student’s file in the ETRA Department office, the College of Education Dean, Student Conduct (if applicable), and the Department Chair is notified. The plan should include specific steps to enhance performance and will include a timeline, which the appropriate advisor and/or faculty member(s) will monitor. Once a plan is established, a student is considered on departmental probation.
- The advisor will ask faculty to assess progress according to the plan and timeline. As the student demonstrates appropriate performances determined to be in accordance to the plan, the faculty will recommend that the student be removed from probation. A written copy of the recommendation will be: placed in the student’s file in the ETRA Department office; sent to the College of Education Dean and Student Conduct (if applicable); and the Department Chair notified.

If the faculty member determines that the student has not met the requirements of the plan of action:

1. Faculty member(s) informs the student of non-compliance and submits a letter to the student's advisor and the Department Chair recommending that the student be dismissed from the program.
2. The Department Chair will send a letter of dismissal to the student with copies to the student's advisor, College of Education Dean, and a folder in the ETRA Department office.
3. The student can follow the [NIU Appeals Process](#) if the student disagrees with the dismissal decision.

Additionally, a faculty member has original jurisdiction over any instances of academic misconduct that occur in a course which the faculty member is teaching. The student shall be given the opportunity to resolve the matter in meetings with the faculty member and the department chair. If the facts of the incident are not disputed by the student, the faculty member may elect to resolve the matter at that level by levying a sanction no greater than an F for that course. The faculty member shall notify the student in writing whenever such action is taken, and [Student Conduct](#) shall receive a copy of the *Academic Misconduct Incident Report* indicating final disposition of the case, which will be placed in the student's judicial file.

Students accused of violating the NIU Student Code of Conduct, for either academic or non-academic related matters, are subject to the process described in the Student Code of Conduct. See <http://niu.edu/conduct/pdf/NIUSCC.pdf> Students found responsible for violating the Student Code of Conduct are subject to applicable sanctions as determined by Student Conduct.

Non-Academic Expectations from ETRA Students

Students must demonstrate appropriate professional and ethical standards beyond their academic achievement. Students enrolled in any ETRA undergraduate and/or graduate program will acknowledge the philosophical foundation, mission, and goals of the department and will represent them in a professional manner. The following is an outline of appropriate student non-academic performance. Students will demonstrate:

1. evidence of ethical decision-making.
2. appropriate and responsible use of NIU resources.
3. flexibility with respect to differences in teaching and learning styles.
4. professional demeanor when representing oneself as a NIU student with professionals and individuals on and off the NIU campus.
5. non-malicious statements about faculty or students in conversations with others.
6. mutual respect for the roles of faculty and students in an academic setting.
7. ability to engage in conversations and discussions with faculty and students that remain focused the topic and, without disruption, in the flow of the conversation or the course as facilitated by the instructor respect for diversity, opinions, and views of others.

Student Classroom Conduct

“Higher education is a privilege accorded to those students deemed able to profit from the attendant intellectual experiences. Students admitted to NIU are assumed to have the maturity to function appropriately in a variety of instructional situations. When a student's behavior in a classroom, laboratory, or other formal learning environment is such that the rights of other

enrolled students to an effective learning climate are being violated, the student shall lose the privilege of attending or receiving credit in the class. In any case of the disruption of instruction by a student, the chair of the department may, after investigating the incident, suspend the student responsible from class attendance and recommend to the dean of the college that the student be permanently barred from the class. The student concerned is to be notified in writing of such action and may appeal the department’s recommendation to the dean within one week of notification. Upon such written appeal, the dean shall conduct a hearing, providing for a presentation of the facts relative to the disturbance. The decision of the dean shall be final. If the recommendation to bar the student from class is upheld, the student will be officially withdrawn from the course following regular withdrawal procedures, with the date upon which the student was initially suspended as the effective date of the withdrawal. Extreme and/or disruptive behavior will constitute grounds for dismissal from the university. The Student Judicial Office handles allegations of such behavior; the policies and procedures of that office are outlined in the Student Judicial Code. For other regulations governing conduct and discipline, see the section “Conduct and Discipline Regulations” in the “Legal Notices” section of NIU Undergraduate Catalog, 2016-2017.”

(Retrieved from NIU Undergraduate Catalog, 2016-2017, page 71)

The Review Process for Non-Academic Misconduct

Every effort is made to handle faculty concerns about student performance and progress in the program on an informal basis and to work together to resolve these concerns. Non-academic incidents are ranked as low, moderate, or high. High ranked incidents warrant a phone call to 911. The following are examples and are not inclusive of all types of incidents.

Table SC2: Non-Academic Misconducts Examples

Low	Moderate	High
<ul style="list-style-type: none"> • Sleeping in class • Unauthorized electronic communication during class • Off task • Occasional tardiness • Absence (less than 10%) 	<ul style="list-style-type: none"> • Three or more low-ranked non-academic incidents • Disrupts other students’ learning • Disrupts faculty’s teaching • Bullying • Absence (10% or more) • Intoxication on university property • Pattern of tardiness 	<ul style="list-style-type: none"> • Physical altercations in class • Aggressive verbal statements to classmates or faculty • Any threatening behavior (direct or indirect)

A documented Review Process is as follows for moderate ranked incident(s):

1. Faculty member identifies concerns about student to program faculty. Student is notified in writing of concern and is required to meet with appropriate faculty members.

2. Program faculty member(s) and student's advisor meet with the student and express concerns about non-academic performance and the impact on the student's status in the program. During this meeting the student is given time to respond to concerns, and together the faculty members and student establish a plan to remedy the situation. At this time, the faculty inform the student that they will discuss the plan of action with the entire department faculty. Student will receive a letter documenting the key points and established remedies. A copy of this letter goes in the student's folder in the ETRA Department office.
3. The program faculty are presented the plan of action and provide input. Following this meeting, the appropriate faculty members meet again with the student to share any additional pertinent information or additions to the action plan.
4. Following this student-faculty discussion, the plan is finalized and a written copy is sent by the faculty members to the student. A copy of the plan is placed in the student's folder in the ETRA Department office, the College of Education Dean, Student Conduct (if applicable), and the Department Chair is notified. The plan should include specific steps to enhance performance and will include a timeline, which the appropriate advisor and/or faculty member(s) will monitor. Once a plan is established, a student is considered on probation.
5. The advisor will ask faculty to assess progress according to the plan and timeline. As the student demonstrates appropriate performances determined to be in accordance to the plan, the faculty will recommend that the student be removed from probation. A written copy of the recommendation will be: placed in the student's folder in the ETRA Department office; sent to the College of Education Dean, Student Conduct (if applicable); and the Department Chair notified.

If the faculty member determines that, the student has not met the requirements of the plan of action:

1. Faculty member(s) informs the student of non-compliance and submits a letter to the student's advisor and the Department Chair recommending that the student will be dismissed from the program.
2. The Department Chair will send a letter of dismissal to the student with copies to the student's advisor, College of Education Dean, and a copy in the student's office file.
3. The student can follow the NIU Appeals Process if the student disagrees with the dismissal decision.

The NIU Student Code of Conduct applies to all students on or off campus. Therefore, under the Student Conduct may impose code of conduct all sanctions. Moreover, the following sanctions may be imposed upon any ETRA Student found to have violated ETRA Study Policy (per the NIU Student Code of Conduct, pages 18-20, <http://niu.edu/conduct/pdf/NIUSCC.pdf>).

- d. **Deferred Sanction:** A sanction that is deferred may become effective if the Student is found "responsible" or accepts responsibility for a future violation of the *Student Code of Conduct* or other institutional policy;
- e. **Discretionary Sanctions:** A sanction that requires work assignments, written assignments, service to Northern Illinois University, or other related discretionary assignments;
- f. **Educational Sanctions:** A sanction that requires the completion of an educational assignment (e.g., research paper, program presentation, interviews, etc.);

- h. Formal Written Warning:** A notice in writing to the Student or Recognized Student Organization indicating a violation of institutional regulations;
- k. Probation:** A probation for a designated period that includes the probability of more severe disciplinary sanctions if the Student is found to violate any institutional regulation(s) during the probationary period;
- o. Revocation of Admission and/or Degree:** A revocation of admission to or a recommendation of revocation of degree awarded by the University to the Provost;
- p. University Expulsion:** A permanent separation of the Student from Northern Illinois University;
- q. University Suspension:** A separation of the Student from Northern Illinois University for a definite period of time, after which the Student, upon completion, may be eligible to return;
- r. Withholding Degree:** A withholding of the awarding of a degree otherwise earned until the completion of the process set forth in the *Student Code of Conduct*.

Sanctions that are not included in ETRA's Policy are Student Code of Conduct letters: a, b, c, g, i, j, l, m, n due to their inapplicability to ETRA imposed sanctions

[Student Responsibility for Obtaining Current University Information](#)

“The university reserves the right to make changes in admission requirements, fees, degree requirements, and other specifications set forth in this catalog. Such changes may take precedence over catalog statements. While reasonable effort is made to publicize such changes, students should remain in close touch with departmental advisers and appropriate offices, because responsibility for complying with all applicable requirements ultimately rests with the student. The office of the dean of the Graduate School is the authoritative office for verifying deviations from provisions in this catalog”

(Retrieved from NIU Graduate Catalog, 2016-2017).

Resources

Your Student ID Number

Your Z-ID (student ID number)

All applicants and admitted students are assigned a student ID number, called a **Z-ID**. It is permanent and looks like this: Z1234567.

If you don't know your Z-ID:

Call (815) 753-8100 or Look up your Z-ID in the [Directory](#) –your email address starts with your Z-ID

Password

Your initial password is your date of birth in YYYYMMmmDD format. Mmm is the first 3 characters of the Month.

January = Jan, February = Feb, etc.

Example: January 1, 1993 = 1993Jan01

Change your initial password to a permanent one at password.niu.edu.

Never share your password with others.

For more information, visit the [ITS website](#).

Your NIU Email Account

NIU email is powered by **Microsoft Outlook**.

Your email address is your **Z-ID@students.niu.edu**.

NIU communicates with you through NIU Outlook mail.

Access NIU Outlook mail at www.O365.NIU.edu

Need help getting NIU email on your smartphone or tablet?

The [ITS Contact Center](#) provides walk-in support. Bring your device.

For more information, visit the [ITS website](#).

Registration

If you are a new International student at NIU, you will first need to attend an orientation and advising session. After you have done this, you will be able to register for classes through [MyNIU](#).

You can find out which classes are being offered at NIU for the upcoming semester by visiting the [Schedule of Classes](#) page. Links are available for both [online](#) and PDF versions of the schedule.

Graduate students and students-at-large are scheduled for registration based on the number of hours earned and hours in progress. Enrollment appointments can be viewed on the Student Center page in [MyNIU](#).

Summer and Fall Registration:

Summer and Fall registration occurs simultaneously – you may register for both semesters at the same time – generally in early April.

Spring Registration:

Spring registration typically begins in early November. For more information, visit the [Registration and Records website](#).

Registration Permits

Registration for some courses may be restricted to students who meet specific criteria (i.e. completion of prerequisite course(s), or admission to a cohort.) Therefore, if you are prompted during registration for a course to enter a permit number, you will need to contact the department offering that course for further information on registration.

Parking Permits

Various types of parking permits are available to accommodate different parking needs. Permits are color-coded to correspond to parking areas on campus. The permit type and color determines where you can park. The type of permit that a student qualifies for is determined by student status and address.

Student parking permits can be purchased online, by mail, or in person. For more information, visit the [Campus Parking Services website](#).

Accommodations for Students with Disabilities

“A student who believes that reasonable accommodations with respect to course work or other academic requirements may be appropriate in consideration of a disability must (1) provide the required verification of the disability to the Disability Resource Center, (2) meet with the Disability Resource Center to determine appropriate accommodations, and (3) inform the faculty in charge of the academic activity of the need for accommodation. Students are encouraged to inform the faculty of their requests for accommodations as early as possible in the semester, but must make the requests in a timely enough manner for accommodations to be appropriately considered and reviewed by the university. If contacted by the faculty member, the staff of the Disability Resource Center will provide advice about accommodations that may be indicated in the particular case. Students who make requests for reasonable accommodations are expected to follow the policies and procedures of the Disability Resource Center in this process, including but not limited to the Student Handbook.

A wide range of services can be obtained by students with disabilities, including housing, transportation, adaptation of printed materials, and advocacy with faculty and staff. Students with disabilities who need such services or want more information should contact the Disability Resource Center at 815-753-1303” (retrieved from [NIU Graduate Catalog, 2016-2017](#)).

Special parking spaces are available near the main entrance of Gabel Hall. Gabel Hall is equipped with an elevator near the north east corner of the building. Instructional Technology classrooms have wheel chair accessible tables.

ETRA Department Contacts

Department Chair

Dr. Wei-Chen Hung | whung@niu.edu

Instructional Technology Faculty

[See faculty CVs on the ETRA website](#)

Cindy York | cindy.york@niu.edu

Dongho Kim

Fatih Demir

Hayley Mayall | hmayall@niu.edu

Jason Rhode | jrhode@niu.edu

Olha Ketsman | oketsman@niu.edu

Pi-Sui Hsu | phsu@niu.edu

Rebecca Hunt | rhunt@niu.edu

Ying Xie | yxie@niu.edu

Educational Research and Assessment Faculty

[See faculty CVs on the ETRA website](#)

Cynthia Campbell | ccampbell@niu.edu

David Walker | dawalker@niu.edu

Laura Ruth Johnson | lrjohnson@niu.edu

Thomas Smith | tjsmith@niu.edu

Todd Reeves | treeves@niu.edu

Vicki Collins | vcollins@niu.edu

ETRA Graduate Advisor

Judy Puskar

Gabel 208 | (815) 753-6085 | jpuskar@niu.edu

ETRA Support Staff

(815)-753-9339

Dina Fowler, Office Manager | dfowler1@niu.edu

Angela Cheng, Office Support | pcheng@niu.edu

University Support At-A-Glance

Bursar's Office	Swen Parson Hall, Room 235 (815) 753-1885 http://www.niu.edu/bursar/
Campus Parking Services	121 Normal Road (Corner of Lincoln Terrace and Normal Road) (815) 753-1045 https://www.niu.edu/parking/
College of Education	Office of the Dean Graham Hall, Room 321 Information: (815) 753-1949 http://www.cedu.niu.edu/
ETRA Department	Gabel Hall, Room 208 (815) 753-9339 Fax: (815) 753-9388 http://www.cedu.niu.edu/etra
Financial Aid	Swen Parson Hall, Room 245 (815) 753-1395 http://www.niu.edu/fa/
The Graduate School	Adams Hall, Room 102 (815) 753-0395 http://www.grad.niu.edu/
Registration and Records	Williston Hall, Room 220 (815) 753-0681 http://www.reg.niu.edu/regrec/
Student Insurance Office	Health Services Building, Room 201 (815) 753-0122 http://www.niu.edu/shi/

Testing Services

Adams Hall, Room 128

(815) 753-1203

<http://www.niu.edu/testing/>