ILT Advising Handbook

Instructional Technology Endorsement Program - Specialist Level

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IT-S Endorsement Handbook

Congratulations on your acceptance into the ILT endorsement program—and welcome!

This handbook is designed to help you navigate your way through the program. The first several items help you get started successfully. Additional items support your completing program requirements. The appendix contains rubrics for assessments that are integrated into various courses and learning experiences.

Getting Started

New students should start here as they get oriented toward program requirements and resources.

ILT-L - the Program Listserv

Every ILT student is asked to subscribe to the program listserv, called ILT-L. Changes in course offerings and program requirements are announced there, as well as notices about jobs, professional meetings, service opportunities, and professional resources.

How to Subscribe to ILT-L

To subscribe, follow the instructions at:

http://thunder1.cudenver.edu/ilt/resources/listserv.htm

Required Courses

The table below presents the required courses for the IT-S endorsement, totaling 24 graduate semester credits. Consult with your advisor to determine your plan of study based on the current schedule of courses.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Endorsement Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>IT 5710 Telecommunications and Networking in Education [or approved internship]</td>
</tr>
<tr>
<td>3</td>
<td>IT 6750 Current Trends and Issues in IT</td>
</tr>
<tr>
<td>3</td>
<td>IT 6710 Creative Designs for Instructional Materials</td>
</tr>
<tr>
<td>3</td>
<td>IT 6515 Curriculum Leadership for Technology Integration</td>
</tr>
<tr>
<td>3</td>
<td>IT 5830 ILT Workshop: Assessment and Technology</td>
</tr>
<tr>
<td>3</td>
<td>IT 6720 Research in ILT</td>
</tr>
<tr>
<td>3</td>
<td>IT 6999 Leadership and Practice in ILT</td>
</tr>
<tr>
<td>3</td>
<td>IT 6930 Internship/Field Experience</td>
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Competencies

Graduate degrees are based on professional standards established in the field. Our program is based on standards established by AECT (Association for Educational Communications and Technology) and ISTE (International Society for Technology and Education - used by CDE for the IT endorsements). We have developed a set of 10 competencies designed to meet these professional standards. The competencies include skills in systems analysis, instructional design, problem-based inquiry, leadership, change, and management. The full list is presented below.

As you progress through the program, you will demonstrate these competencies by completing specific projects in different courses.

<table>
<thead>
<tr>
<th>ILT Competency</th>
<th>Required Course</th>
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<tbody>
<tr>
<td>1. Adopt a reflective-practice stance to your work</td>
<td>IT 6750 Trends &amp; Issues</td>
</tr>
<tr>
<td>2. Conduct a needs assessment for learning or performance interventions</td>
<td>IT 6720 Research</td>
</tr>
<tr>
<td>3. Applying theory and best practices, conduct an analysis of learners, content and context for instruction, and design activities and experiences for learning</td>
<td>IT 6515 Leadership for Tech Integration</td>
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<td>4. Accommodate the needs of diverse learners through media and technology</td>
<td>IT 6710 Creative Designs for Instructional Materials</td>
</tr>
<tr>
<td>5. Use tools and apply message-design principles to develop products and resources to support learning and performance</td>
<td>IT 6515 Leadership for Tech Integration</td>
</tr>
<tr>
<td>6. Implement and evaluate effectiveness of programs, products, or practices</td>
<td>IT 5830 Workshop: Assessment and Technology</td>
</tr>
<tr>
<td>7. Assess student/participant learning</td>
<td>IT 6999 Leadership &amp; Practice</td>
</tr>
<tr>
<td>8. Utilize research methods to investigate a learning, organizational, or performance problem</td>
<td>IT 6720 Research</td>
</tr>
<tr>
<td>9. Manage a development or related project</td>
<td>IT 6999 Leadership &amp; Practice</td>
</tr>
<tr>
<td>10. Participate in a change process and provide leadership in helping people adopt new technologies or practices</td>
<td>IT 6930 Internship</td>
</tr>
</tbody>
</table>

The specific IT-SE standards are presented below, with their links to ILT courses.

<table>
<thead>
<tr>
<th>CDE/ISTE Standard</th>
<th>Required Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Operations and Concepts</td>
<td>IT 5710 Telecommunications and Networking in Education</td>
</tr>
<tr>
<td>Planning and Designing Learning</td>
<td>IT 6710 Creative Designs for Instructional Materials</td>
</tr>
<tr>
<td>Environments and Experiences</td>
<td>IT 6515 Curriculum Leadership for Technology Integration</td>
</tr>
<tr>
<td>Teaching, Learning, and Curriculum</td>
<td>IT 5830 Workshop: Assessment and Technology</td>
</tr>
<tr>
<td>Assessment and Evaluation</td>
<td>IT 6720 Research</td>
</tr>
<tr>
<td>Productivity and Professional Practice</td>
<td>IT 6750 Current Trends and Issues in IT</td>
</tr>
<tr>
<td>Social, Ethical, Legal, and Human Issues</td>
<td>IT 6999 Leadership and Practice in ILT</td>
</tr>
<tr>
<td>Procedures, Policies, Planning, and Budgeting for Technology</td>
<td>IT 6930 Internship/Field Experience</td>
</tr>
<tr>
<td>Environments</td>
<td>IT 6999 and IT 6930</td>
</tr>
<tr>
<td>Leadership and Vision</td>
<td>IT 6999 and IT 6930</td>
</tr>
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Expectations

ILT students have an obligation to conduct themselves at all times in a manner that reflects honesty, integrity, and respect for others and to show a strong commitment to the ILT program. As a UC Denver student, you must adhere to the Academic Honor Code (http://thunder1.cudenver.edu/clas/AcademicIntegrity.htm).

We expect you, as a graduate student, to:

- Strive to do your best work
- Communicate concerns, needs, issues, questions, misunderstandings and ideas in a timely manner via e-mail, phone or in-person
- Follow directions and instructions
- Be self-directed
- Support your colleagues

ILT Values

Accompanying the ILT Competencies are a set of values that form the basis for our teaching, learning, and professional practice.

Diverse settings and environments. ILT students prepare to work in diverse settings and apply their knowledge to those settings, including corporate, higher-education, and K12 settings. Within those settings, ILT skills relate directly to classroom, work/field, online, and informal learning environments.

Moral and responsible conduct. ILT students are trained to acknowledge and honor the moral dimensions of their work. As instructional technologists, ILT graduates should maintain the highest level of professional comportment, including dealing responsibly to issues and problems related to technology and education. ILT students and graduates should respect diverse perspectives and work to ensure full equity, fairness, and access to technology for their constituents.

Collaboration and inclusive decision-making. Professional practice requires constant collaboration, communication, and distributed participation. Much work is completed within problem-solving teams. Wherever possible decision-making processes should include all stakeholders and reflect democratic values that respect the varying perspectives of all participants.

Design of learning resources extends to instructional, informational, multimedia, and work-support products. All of these resources need to be integrated into a system of accountable learning and performance. Principles of cognition serve as a foundation for design, complemented by aesthetic, pragmatic, and moral concerns.

Appropriate use of technologies and resources is the second main concern of the ILT program. This includes the integration of learning technologies into teaching environments and practices; adoption of resources; and systemic change by individuals, groups, and organizations.

Inquiry is a key to professional improvement and effective practice—not just reserved for professors and doctoral students. ILT students conduct inquiry for understanding, and to improve professional practice and decision-making. In many ways, completion of the master’s degree IT-Self is a major commitment to inquiry.

Evaluation and assessment are critical to practice in today's world to assure a proper fit of learning technologies and interventions within existing systems of teaching, learning, and
performance. Evaluation for improvement (formative) and accountability (summative) depends on assessment of student learning outcomes and attitudes. ILT students learn to create and use assessments for various evaluation purposes, and to evaluate programs, products, and practices.

**Pragmatic stance toward practice.** The ILT program relies on a diverse mix of theories and knowledge bases, from ISD to the learning sciences to critical theory to management models and principles. This diversity is intentional and grounded in a belief that the problems should dictate the model—not the other way around. Reflecting this pragmatism, ILT courses usually adopt a constructivist, activity-centered approach, but also include direct-instructional strategies and field experiences to fully prepare instructional technology leaders.

**Open boundaries.** The field of instructional design and technology (IDT) has an established knowledge base, but we should always remain open to new ideas and connections with other disciplines. Hence ILT professionals should seek out interactions with other educators and workers, to learn from them and to contribute to collective understanding of challenging problems of practice.

You will demonstrate these values in your submitted work, including your professional portfolio. In particular, faculty will look for these values in reflections, philosophy statements, and professional reports. Failure to adhere to professional standards and values, including university ethics requirements, may be grounds for discipline and dismissal from the program.

Related to the ILT values are the SEHD values relating to diversity. You will complete a diversity assessment by responding to reflection prompts at the beginning, middle, and end of your program. This will give you the opportunity to reflect on your own experience with diversity, and your work with students and colleagues within a larger system of school systems, society, and culture.

**Technology Requirements**

Each ILT student is expected to have access to a Web-connected computer for completing of routine course requirements and communication with the program. Some courses may have software requirements which you will be asked to purchase as you would a textbook. Wait until you take the course, however, before purchasing, to make sure you are getting the correct version of required software.

You will need regular access to high-speed Internet connection, either at home or a convenient location at work. In most cases students will arrange for broadband connectivity from home.

The university conducts all of IT-S official business using an assigned email address. It is therefore essential that you use that email account as you complete your work in the program.

If you own a laptop, you may want to get in the habit of bringing it to classes. You can connect to the Internet through a wireless network available in campus classrooms.

As mentioned above, nearly all ILT courses use eCollege shells. eCollege is a course management system, similar to WebCT or Blackboard. Within the course shell, you are able to submit assignments, share resources, download documents, and participate in discussions. To get access, you need to sign onto the CUOnline website:

http://www.cuonline.edu/
We encourage you to get to know the resources available at the ILT website, for example, the Campus Resources page at:

http://thunder1.cudenver.edu/ilt/resources/campus_resources.htm

Other useful websites include:

Information Technology Services
http://administration.ucdenver.edu/admin/its/
or 303-315-4357

Schedule Planner - showing IT courses for current and upcoming terms
http://courses.cudenver.edu/

Registration
http://www.ucdenver.edu/student-services/resources/registrar/registration/Pages/default.aspx
or 303-556-2389

Auraria Library Resources
http://library.cudenver.edu/

Campus Map and Parking

Financial Aid
http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/DowntownCampus/FinancialAid/Pages/FinancialAid.aspx
or 303-556-2886

Tuition and Fees
http://www.cudenver.edu/Admissions/CostsFinancing/DowntownCampus/StudentBilling/Pages/StudentBilling.aspx
or 303-556-2710

**Completing the Program**

IT courses are offered by the ILT program in the evenings, Saturdays, and online. You can take classes at your own pace. We try to make courses available at convenient times. A schedule of planned courses for upcoming terms is available within the ILT 1000 Important Info course shell.

Your two advisors, Jannette Noonan and Brent Wilson, are critical links to the program. Get to know them both and feel comfortable consulting with them about your progress in the program. Email is a favored form of communication because it leaves a record of your conversation. Keep track of any correspondence, particularly approved changes to your plan of study.

Your last classes should include IT 6999 Leadership and Practice, and IT 6930 Internship. Consult with your advisors about the best time to take these courses, given your situation. Note that internship credits are available fall semester only. If your internship is planned for another term, you will want to take fall credits and receive an “in-progress” grade (IP), awaiting your completion of the work.
IT-S K-12 Endorsement Instruction Sheet

The instructions below are for alumni of CU’s graduate program in Information and Learning Technologies, who have completed all requirements for the IT-S endorsement.

1. The PLACE exam is required for the lower level endorsement (Teacher Level), but NOT for the Specialist Level, IT-S.

2. ILT alumni who are adding an endorsement in Instructional Technology Teacher (IT-S) to an existing license or certificate need to complete CDE’s Application for Added Endorsement Based on an Approved Program. For more information, see:

   [http://www.cde.state.co.us/cdeprof/Licensure_addendorsment_info.asp](http://www.cde.state.co.us/cdeprof/Licensure_addendorsment_info.asp)

3. When you have completed the application, please make a copy of your application materials for your own records.

4. Submit application materials, official UCD transcript, and fees (see the checklist) to:

   University of Colorado Denver
   ATTN: Jannette Noonan, IT-S Review
   SEHD Student Services Center
   Campus Box 106, PO Box 173364
   Denver CO 80217-3364

   OR-

   Drop off the application packet at the Student Services Center, ATTN: Jannette Noonan (Lawrence Street Center 7th floor - 1380 Lawrence Street Denver).

   Upon receipt of your application, CU faculty and staff review your coursework to determine the fit to IT-T requirements. Based upon the review, institutional recommendation may be provided to CDE. Or, if any requirements are not met, we provide a letter to you indicating the evidence you need to provide. Please allow 2 weeks for the CU review process. We will submit your paperwork to the Colorado Department of Education, and they will send you the official endorsement in 8 - 10 weeks.

   A word of advice: Plan ahead. Applications must be processed in the order received. In particular, the CDE Educator Licensing unit is unable to check application status and is unable to expedite paperwork. Please keep your address up-to-date with CDE’s Licensing Unit by calling 303-866-6628, extension 0.

   If you have any questions please email Jannette.Noonan@cudenver.edu or call 303-315-6351.

Additional Policies

Non-discrimination

The University of Colorado Denver is committed to providing reasonable accommodation and access to programs and services to persons with disabilities. Students should contact the Disability Services Office, Arts Building 177, 303-556-8387, TTY 303-556-8484. Any other person requiring accommodation in order
to access programs and services of the University of Colorado at Denver, either on or off campus, should request accommodation from the individual or office responsible for providing the program or service. This request should be made in a timely fashion to allow the individual or office adequate opportunity to provide reasonable accommodation. For further information or for assistance, contact the Ombuds Office, UC Denver Building, Suite 700; 303-556-4493, TTY 303-556-6204, Fax 303-556-5855; e-mail: ombuds@carbon.cudenver.edu.

Back-up Work
Make and keep back-up copies of ALL your work. When working with computers STUFF HAPPENS. Back up everything frequently. Expect disks (even the hard disks on file and Web servers) to go bad. Technology failure is not an excuse for late or incomplete work.