

**Florida State University
Department of Educational Research**

Masters Program in Instructional Systems

The 36 semester hour Masters of Science degree program in Instructional Systems consists of the following course requirements:

Core Courses:

EDP 5216	Theories of Learning and Cognition in Instruction (3)
EME 5601	Introduction to Instructional Systems (3)
EME 5603	Introduction to Systematic Instructional Design (3)
EME 5055	Trends and Issues in Instructional Design (3)
EME 6415	Development of Computer Courseware (3)
EME 5932	Seminar in Instructional Design (1)
EME 5942	Field Internship (2)

One course in management/analysis may be chosen from:

EME 6631	Managing Instructional Development (3)
EME 6691	Performance Systems Analysis (3)

Electives:

Fifteen hours of electives, nine of which should be selected from within the Instructional Systems area.

Required core hours: 21; electives: 15; Total: 36 hours

Program Procedure

1. Assignment of Major Professor

When a student is admitted, he/she is assigned a major professor based on the recommendation of the Instructional Systems program leader. The assignment is made on the basis of a match of student and faculty interests and background, as well as faculty load.

A change in major professor may be made at the request of the student or faculty member. Approval of the change will be made by the Department Chair of the Department of Educational Research, based upon the recommendation of the Instructional Systems program leader.

2. Qualification

There is no separate qualifying procedure for Masters degree students. Acceptance into the program constitutes qualification.

3. Appointment of Masters Committee

The committee is approved by the ER Department Chair upon recommendation of the student and major professor. The committee must be formed by the student no later than the end of the second semester of enrollment.

4. Program of Study

Planning and approval of the program of study occurs no later than the end of the second semester of enrollment. The program must follow the Instructional Systems Masters program requirements, with electives chosen in light of the student's future professional or academic plans. The program is approved by the student's committee and the ER Department Chair.

5. Internship Procedures

All M.S. degree students are required to complete an internship designed to provide on-the-job experience in developing instructional systems design competencies. It is the student's responsibility to locate an appropriate setting; therefore planning for the internship should begin during the first semester of study.

Prior to the semester during which the internship will be taken, the student should:

- (a) locate a setting (possibilities will be suggested by the major professor)
- (b) negotiate entry into the setting (e.g., obtain permission of relevant personnel, agree upon remuneration if applicable), and

- (c) document planned responsibilities via a memorandum of agreement, to be signed by the student, supervisor, and major professor. During the internship semester, the student should enroll for a minimum of 2 semester hours in EDF 5942 under the major professor's signature. The student and internship supervisor should negotiate the student's working hours. It is expected that approximately 4-5 hours will be spent per week per credit hour of enrollment. However, no more than 4 credit hours may be awarded for an internship, regardless of length or hours of work, and only 2 credit hours can be counted toward the minimum of 36 required for the Masters degree.

At the end of the internship, the supervisor should provide the major professor with an appraisal of the student's performance. This appraisal will be placed in the student's permanent file. The major professor then assigns a grade for the internship based on the performance appraisal.

In addition, the student will provide the major professor with a written description of activities completed during the internship, as well as an assessment of the organization as an internship site. This description will be kept on permanent file, by organization, for use by students planning internships.

For those students who are presently employed as classroom teachers, an internship in which an instructional design project is conducted in their school may be arranged. All the provisions for the internship stated above also apply to this situation except that the major professor or other appropriate faculty will also serve as the student's supervisor.

6. Written Masters Examination

The purpose of the Masters Comprehensive Examination is to assess the student's ability to synthesize the information and skills that have been acquired through courses and the internship experience. It is not a course-type final examination, but rather an opportunity to demonstrate the integration of the knowledge and skills of the student.

The examination is usually taken during the final semester of enrollment in the masters program at a time established by the program leader. The student should enroll in EDF 8966 (0) hours, and contact the Office of

Student Services in the Stone Building to obtain the appropriate forms. The Program-of-Study form must be on record before the paperwork for the masters examination can be completed.

Typically, the major professor and student will select the topic areas that the examination will cover. A memo is then sent from the major professor to the other two members, listing the suggested areas in which each professor should prepare a question or questions. The student may also choose to talk with the other committee members about the question areas and how to prepare for the examination.

One question or related set of questions must be designated as "closed-book." This question should require approximately four hours to write a response. When the student has completed the answer, a photocopy should be provided to the major professor, and the two open-book questions should be obtained. For the open-book questions, the student may consult any non-human sources during the writing of the answer. The student will have a total of two days to write the answers for the two open-book questions. The answers to any of the three questions should not exceed eight double-spaced, typewritten pages (approximately 2000-2500 words).

The three sets of questions should be completed on three consecutive days. It is customary for the student to have the answers to the questions typed, and a fourth day is allowed for this task. Copies of all questions and answers should be distributed to all three committee members no later than 10 am on the day following the typing day. The exam is read by the committee in an expeditious manner and the chair is notified of the results by the other two members. The chair then notifies the student of the results, namely pass, fail, or conditional pass.

The form which indicates the outcome of the exam must be signed by each committee member and returned to the Office of Student Services. A grade for the exam must also be recorded at the end of the semester.

7. Doctoral Qualifying Oral Examination

Instructional Systems masters students who would like to continue into the doctoral program must take an oral, as well as written, masters comprehensive examination. The need for the qualifying oral should be indicated in the memo which solicits questions for committee members. The oral examination should be scheduled within approximately two

weeks of the written examination. During the oral exam, the committee members may ask questions based on the written exam, or any other questions appropriate to the student's interests and program-of-the-study.

Upon completion of the examination, the student's committee will decide whether they think the student should continue into the doctoral program. The student should be informed of this decision orally, and the department chair should be given this recommendation in writing. When the student applies for admission to the doctoral program, his or her application will be routed to the department chair, whose decision whether to admit the student will be based on the committee's recommendation.

If a student fails to take an oral masters exam, his or her application for admission to the doctoral program will be referred to the admissions committee. Members of the admissions committee will seek input from the student master's committee before they make a decision.

Please note that the recommendation made by the student's masters committee only relates to admission into the doctoral program, it does not relate to the qualifying review.