# Instructional Systems and Workforce Development

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The Department of Instructional Systems and Workforce Development (ISWD) offers graduate coursework leading to master's degrees in Technology and Instructional Technology. The master's programs are offered with a thesis option, requiring a minimum of 30 or 33 semester credit hours respectively and a comprehensive examination; the non-thesis option is also offered. The educational specialist degree may be earned with a major in Education and a concentration in Technology. A doctor of philosophy degree program in Instructional Systems and Workforce Development is also available. For more information, contact the Department of Instructional Systems and Workforce Development.

## Admission Criteria

Prerequisites for admission into the graduate program include all the general requirements of the Office of the Graduate School. In addition, scores from all sections of the GRE must be submitted. International students must obtain a minimum TOEFL score of 550 PBT (213 CBT or 79 iBT) or a minimum IELTS score of 6.5.

A student applying for admission into the Department of Instructional Systems and Workforce Development must submit the **complete** application packet to the Office of the Graduate School no later than:

| Applying For | Domestic Deadline | International Deadline |
|---|---|---|
| Summer first 5-week | April 1 | March 1 |
| Summer second 5-week | April 1 | March 1 |
| Summer 10-week | April 1 | March 1 |
| Fall | July 1 | May 1 |
| Spring | November 1 | September 1 |

No applications are accepted after these deadlines for the respective admission semester.

A complete admission packet consists of an application to the graduate degree program, three letters of recommendation (preferably from teachers who can attest to scholarly ability), statement of purpose, official scores from all sections of the Graduate Record Examination (GRE), and official transcripts from all colleges and universities attended.

Admission criteria for a master's degree include a minimum 2.75 undergraduate GPA from a four-year accredited institution or a minimum 3.00 graduate GPA. Admission criteria for the educational specialist degree (Ed.S.) include a minimum 3.20 GPA, plus an earned master's degree from an accredited institution. For the doctoral degree, a minimum 3.40 GPA on previous graduate degree(s) earned from accredited institutions.

## Provisional Admission

If a student does not fully meet the admission requirements of the program, it may be possible for that student to be admitted provisionally. If admitted provisionally, the student must attain a 3.00 GPA on the first 9 hours of graduate courses at Mississippi State University after admission to the program. Courses with an S grade, transfer credits, or credits earned while in Unclassified status cannot be used to satisfy this requirement. If a 3.00 GPA is not attained, the student may be dismissed from the graduate program.

## Contingent Admission

There are no contingent admissions. The admission packet must be complete and all admission requirements met before admission will be considered.

## Academic Performance

Unsatisfactory performance is defined as making more than two grades of C or lower in courses taken for graduate credit or failure to maintain a B average in graduate courses attempted after admission to the program (i.e., program and non-program courses). In addition, failure of the preliminary/comprehensive examination, an unsatisfactory evaluation of a thesis or dissertation, failure of the research defense, or any other failure of a required component of one's program of study is unsatisfactory performance. Any one of these or a combination of these will constitute a basis for review for dismissal.

Any student in the College of Education making more than two grades of C or lower in courses taken for graduate credit may be forced to withdraw from graduate school upon recommendation of the major professor, the departmental graduate coordinator, and the Dean of the College of Education. [It is the major professor's responsibility to ensure that any student who has performed unsatisfactorily be recommended for termination from the degree program before the beginning of the subsequent semester.]

If unsatisfactory performance is determined, the graduate coordinator, the major professor, and the dean will review the student's record and determine a course of action. Appeal of dismissal can be made by submitting a written appeal statement to the graduate coordinator and/or department head. If the dismissal, upon the student's appeal, is upheld by the graduate coordinator and/or department head, the student can then submit a written appeal to the Dean of the College of Education.

## Veterans' Certificate Program

The Veterans' Certificate Program is offered at the undergraduate and graduate levels. The certificate is designed for anyone at any level who would like to serve veterans. Employees of colleges and universities, corporations, government at all levels, and other professionals who are interested in serving veterans should obtain this certificate. As part of the University's ongoing commitment to veterans, the certificate provides the knowledge, skills, and competencies that individuals will need to support veterans as they transition to civilian life.

The curriculum is designed to increase the capabilities of individuals within the federal and state governments, educational institutions, and private corporations who work with veterans' issues. Individuals working in the educational benefits area will find this program of particular value. The attainment of the Veterans' Certificate could be used as a precursor to position advancement within any governmental agency, federal or state, that deals with matters relevant to veterans.

## Master of Science in Technology (M.S.T.) - Thesis

**Required Courses**

| | | |
|---|---|---|
| EDF 8353 | Principles of Curriculum Development | 3 |
| EDF 8363 | Function and Methods of Research in Education | 3 |
| TKT 8000 | Thesis Research/ Thesis in Technology Teacher Education | 6 |
| Additional graduate-level courses | | 12 |
| **Additional Requirements for Teacher Education Majors** | | |
| TKT 8263 | Philosophy and Administration of Career and Technology Education | 3 |
| TKT 8213 | Content and Methods of Teaching in Career and Technology Education | 3 |
| Total Hours | | 30 |

At least 15 hours must be 8000-level courses or above, and a minimum of 15 credit hours must be department courses. A written comprehensive examination and an oral comprehensive examination in defense of the thesis are required.

## Master of Science in Technology (M.S.T.) - Non-Thesis

**Required Courses**

| | | |
|---|---|---|
| EDF 8353 | Principles of Curriculum Development | 3 |
| EDF 8363 | Function and Methods of Research in Education | 3 |
| Additional graduate-level courses | | 18 |
| **Additional Requirements for Teacher Education Majors** | | |

| TKT 8263 | Philosophy and Administration of Career and Technology Education | 3 |
| TKT 8213 | Content and Methods of Teaching in Career and Technology Education | 3 |
| Total Hours | | 30 |

At least 15 hours must be 8000-level courses or above, and a minimum of 15 credit hours must be department courses. A written comprehensive examination is required.

## Master of Science in Instructional Technology (M.S.I.T.) - Thesis

**Prerequisite Courses**

| TKT 1273 | Computer Applications | 3 |
| TKB 4283 | Advanced Office Systems | 3 |
| or TKB 6283 | Advanced Office Systems | |
| TKB 6543 | Advanced Information Processing | 3 |

**Required Courses**

| TKT 8703 | Trends and Issues in Instructional Systems | 3 |
| TKT 8713 | Seminar in Industrial Research and Development | 3 |
| TKT 8723 | Instructional Design for Industry | 3 |
| TKT 8200 | Internship in Career and Technology Education | 1-6 |
| TKT 8793 | Directed Project in Instructional Technology | 3 |
| TKT 8000 | Thesis Research/ Thesis in Technology Teacher Education | 6 |
| **Electives** | | 14 |
| Total Hours | | 33-38 |

At least 15 hours must be from 8000-level courses or above, and a minimum of 15 credit hours must be department courses. A written comprehensive examination and an oral comprehensive examination in defense of the thesis are required.

## Master of Science in Instructional Technology (M.S.I.T.) - Non-Thesis

**Prerequisite Courses**

| TKT 1273 | Computer Applications | 3 |
| TKB 4283 | Advanced Office Systems | 3 |
| or TKB 6283 | Advanced Office Systems | |
| Select one of the following: | | |
| TKB 4543 | Advanced Information Processing | 3 |
| or TKB 6543 | Advanced Information Processing | |

**Required Courses**

| TKT 8703 | Trends and Issues in Instructional Systems | 3 |
| TKT 8713 | Seminar in Industrial Research and Development | 3 |
| TKT 8723 | Instructional Design for Industry | 3 |
| TKT 8200 | Internship in Career and Technology Education | 1-6 |
| TKT 8793 | Directed Project in Instructional Technology | 3 |
| **Electives** | | 20 |
| Total Hours | | 33-38 |

At least 15 hours must be from 8000-level courses or above, and a minimum of 15 credit hours must be department courses. A written comprehensive examination is required.

## Educational Specialist in Education (Ed.S.) with Concentration in Technology - Thesis

| EPY 6214 | Educational and Psychological Statistics | 4 |
| TKT 8000 | Thesis Research/ Thesis in Technology Teacher Education | 6 |
| Additional courses selected with approval of the student's graduate committee and the graduate coordinator | | 21-24 |
| Total Hours | | 31 |

One-half or more of the hours must be 8000 level courses or above. A final written comprehensive examination and thesis defense are required.

# Educational Specialist in Education (Ed.S.) with Concentration in Technology - Non-Thesis

| | | |
|---|---|---|
| EPY 6214 | Educational and Psychological Statistics | 4 |
| TKT 7000 | Directed Individual Study in Technology Teacher Education | 3 |
| Additional courses selected with approval of the student's graduate committee and the graduate coordinator | | 21-24 |
| Total Hours | | 31 |

One-half or more of the hours must be 8000 level courses or above. A final written comprehensive examination is required.

# Doctor of Philosophy (Ph.D.) in Instructional Systems and Workforce Development

| | | |
|---|---|---|
| **Research and Statistics Requirement** | | |
| EPY 8214 | Advanced Educational and Psychological Statistics | 4 |
| TKT 8243 | Research Problems in Instructional Systems and Workforce | 3 |
| TKT 8713 | Seminar in Industrial Research and Development | 3 |
| Select three of the following: | | 9 |
| EPY 9213 | Advanced Analysis in Educational Research | |
| EDF 9373 | Educational Research Design | |
| EPY 9263 | Applied Research Seminar | |
| EDF 9443 | Single-Subject Research Designs for Education | |
| EDF 9453 | Introduction to Qualitative Research in Education | |
| EDF 9463 | Qualitative Data Collection in Education | |
| EDF 9473 | Qualitative Data Analysis and Presentation in Education | |
| **Foundations Courses** | | |
| Select two of the following: | | 6 |
| TKT 9213 | Foundations, Tends and Issues in Workforce Development, Technology and Leadership Education | |
| TKT 8273 | Contemporary Issues in Curriculum Planning in ISWD | |
| TKT 6263 | Diversity in Work and Educational Environments | |
| **Postsecondary Courses** | | |
| Select one of the following: | | 3 |
| TKT 8263 | Philosophy and Administration of Career and Technology Education | |
| TKT 8213 | Content and Methods of Teaching in Career and Technology Education | |
| TKT 8233 | Analysis of Workforce Education Programs and Survey Research in Workforce Development | |
| Approved technology electives (see advisor) [1] | | 24-30 |
| Approved general electives (see advisor for list of approved general electives) | | 12-18 |
| TKT 9000 | Dissertation Research /Dissertation in Technology Teacher Education (hours and credits to be arranged) | 20 |
| Total Hours | | 90 |

[1]    A technology elective is any 6000-, 7000-, 8000-, or 9000-level course with a TKB/TKI/TKT prefix that is not included in the required courses. If a student takes more than the required number of courses in research, foundations, or postsecondary, those courses will be classified as an approved general elective.

The Doctor of Philosophy in Instructional Systems and Workforce Development (ISWD) is located within the College of Education and is designed to provide students with knowledge of instructional technology, research design methodologies to conduct research, foundations of education, and postsecondary education.

Each student is assigned a major professor and a committee. A formal program of study is developed by the student with the advice and concurrence of the student's major professor and other committee members no later than the student's second semester of enrollment. A minimum of 90 semester hours of post-baccalaureate credit is necessary to meet the ISWD doctoral degree. In order for the program to reflect students' content areas in research and foundation levels, students must take two required research and statistics courses and two required foundations courses from the Department of Instructional Systems and Workforce Development (ISWD). The hours taken in these required classes will serve to meet the requirements for Research, Foundations, and Postsecondary and will not be reflective of the 24-30 hours needed to complete the Technology requirements. Two-thirds or more of the hours on the doctoral program of study, exclusive of dissertation credits, must be in 8000-9000 level courses or their equivalent. Approved 7000 Directed Individual Study courses count toward this requirement. Ordinarily no more than 6 semester hours of graduate credit earned in DIS courses

or 6 semester hours of special problem courses may be included on the student's approved program of study. No more than 9 semester hours of a combination of DIS and special problem courses may be included on the student's approved program of study. Twenty hours of dissertation research, written and oral preliminary examinations, a dissertation, and an oral examination in defense of the dissertation are required. Minor courses are optional.

All department requirements must be completed, and all College of Education requirement courses must be completed to satisfy degree requirements prior to graduation.

## Completion Requirements

All graduate students submitting a thesis or dissertation must attend the thesis/dissertation workshops conducted by the Library for the Department of Instructional Systems and Workforce Development prior to the application for the written comprehensive examination. All students seeking the doctor of philosophy degree must satisfy research skills requirements before taking the written preliminary examination. (Refer to the *College of Education Doctoral Student Handbook* for options to meet these requirements.)

## Veterans' Certificate Program

| **Prerequisite** | | |
|---|---|---|
| TKB 3133 | Administrative Management and Procedures | 3 |
| **Required Courses** | | |
| TKT 4403/6403 | Strategies for Campus Transition and Success for Veterans | 3 |
| TKT 4413/6413 | Veterans' Benefits and Certification-Policies and Procedures | 3 |
| TKT 4423/6423 | History of Administration of Veterans' Benefits | 3 |
| TKT 4433/6433 | The Development of Veterans' Benefits, Laws and Policies | 3 |
| Total Hours | | 15 |