

# 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 (MST) and Instructional Technology (MSIT). The master's programs are offered with a thesis option, requiring a minimum of 30 semester credit hours for the MST program and 33 semester credit hours for the MSIT program; 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. In addition, the department offers a Veterans' Certificate Program. 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 Graduate School. International students must obtain a minimum TOEFL score of 550 PBT (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 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 the following items.

#### **Ph.D. Program**

1. Application to the graduate degree program
2. Three letters of recommendation (preferably from faculty and administrators who can comment about your scholarly ability)
3. Statement of purpose (a minimum of one page single-spaced). In the statement, please make sure to address the following.
  - Describe the purpose of applying for the Ph.D. degree in this program area
  - Identify your research interest
  - Discuss your career goals
4. Official scores from all sections of the Graduate Record Examination (GRE) or Graduate Management Admissions Test (GMAT). Applicants with a graduate GPA of 3.50 or higher on previous graduate work from an accredited institution may qualify for a waiver of the GRE/GMAT requirement.
5. Official transcripts from all colleges and universities attended
6. A copy of professional résumé

Ph.D. applicants who pass the initial screening will be contacted for an online interview.

#### **Master's and Educational Specialist (Ed.S.) Programs**

1. Application to the graduate degree program
2. Three letters of recommendation (preferably from faculty and administrators who can comment about your scholarly ability)
3. Statement of purpose (a minimum of one page, single-spaced). In the statement, please make sure to address the following.
  - Describe the purpose of applying for the degree in this program area
  - Discuss your career goals
4. Official transcripts from all colleges and universities attended

Full admission to any departmental graduate program requires a minimum undergraduate GPA of 2.75 or higher from a four-year accredited institution or a minimum graduate GPA of 3.00 or higher on previous graduate work from an accredited institution.

### **Provisional Admission**

If an applicant does not fully meet the 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 **shall** be dismissed from the graduate program.

### **Contingent Admission**

A student may be admitted to departmental graduate programs with conditional requirements identified by the department (e.g., writing requirement). If a prospective student has met all admission requirements and is in the final semester of previous degree work, the student may be eligible for contingent admission. If the student is admitted contingently, s/he has to fully complete the conditional requirements no later than the third semester after admission to the program.

### **Readmission Criteria**

The Department of Instructional Systems and Workforce Development requires that a student who has not been enrolled for three consecutive semesters must submit a readmission application that includes:

- Three letters of recommendation (if they are older than three years since the last application), and
- A revised statement of purpose that:
  1. describes the purpose of reapplying
  2. discusses the applicant's career goals
  3. explains how circumstances have changed making academic improvement a realistic goal
  4. identifies the applicant's research interest (Ph.D. students only).

## Academic Performance

Unsatisfactory performance is defined as any of the following.

- Failure to maintain a B average in graduate courses attempted after admission to the program (i.e., program and non-program courses)
- A grade of U, D, or F in any one course
- More than 6 credit hours of C grades
- Failure of the preliminary/comprehensive examination
- Unsatisfactory evaluation of a thesis or dissertation
- Failure of the research defense
- Any other failure of a required component of one's program of study

Any one of these or a combination will constitute the basis for review for possible dismissal. 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: immediate dismissal or the establishment of a probationary period in which corrective action must take place. [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.]

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. If the student is not satisfied with the decision of the Dean, he/she may choose to submit a final appeal of the dismissal to the Provost.

## Accelerated Program

Highly qualified undergraduates at Mississippi State University are encouraged to apply to the Accelerated Program in ISWD. This program permits students to earn up to 9 hours of graduate-level coursework during the final year of undergraduate studies. Students take graduate-level courses and earn both undergraduate credit and graduate credit simultaneously. Upon completion of the graduate course(s), undergraduate credit is also awarded.

Students need to consult with a potential graduate advisor or the graduate coordinator in ISWD to ensure graduate credit could be applied to a program of study for the M.S. degree. Interested students should contact the graduate coordinator, Dr. Chien Yu, and consult Accelerated Programs (<http://catalog.msstate.edu/archives/2019-20/graduate/colleges-degree-programs>) for complete information.

In addition to the University requirements, the Department of Instructional Systems and Workforce Development also requires the following information from applicants.

1. A minimum of 90 hours toward the bachelor's degree
2. A statement of purpose (500-750 words, e.g., why applying for the program)

## Master of Science in Technology (M.S.T.) - with concentrations in Endorsements, Technology Facilitator/Administration or Improving Instruction Using Technology (Thesis or Non-Thesis Options) (ADMISSION CURRENTLY SUSPENDED)

### Required Courses

15

TKT 8863	Grant Writing Essentials
TKT 8213	Content and Methods of Teaching in Career and Technology Education
TKT 8263	Philosophy and Administration of Career and Technology Education
TKT 8273	Contemporary Issues in Curriculum Planning in ISWD
EDF 8363	Function and Methods of Research in Education

### Choose one concentration and select 9 hours

9

#### Concentration 1: Endorsements

TKT 6473	Methods in Teaching Online
BTE 6463	Method of Teaching Business Technology
TKT 6483	Methods of Teaching STEM in the Middle School.
TKT 6493	Methods of Teaching Career Pathways Experiences

#### Concentration 2: Technology Facilitator/Administrator

TKT 8533	Evaluation and Assessment in Instructional Systems & Technology
TKT 8873	Communication Tools in Technology for Teachers & Administrators
TKT 8763	Strategic Technology Planning for Teachers and Administrators
TKT 8753	Technology Issues for School Administrators

TKT 8833	Design and Implementation of Data Networks	
<b>Concentration 3: Improving Instruction Using Technology</b>		
TKT 8873	Communication Tools in Technology for Teachers & Administrators	
TKT 6753	Media for Presentations, Instruction and Gaming.	
TKT 8833	Design and Implementation of Data Networks	
TKT 6803	Integrating Technology for Meaningful Learning	
TKT 6763	Digital Tool for 21st Century Teaching and Learning	
<b>Choose Thesis or Non-Thesis Option</b>		<b>6</b>
<b>Thesis Option</b>		
TKT 8000	Thesis Research/ Thesis in Technology Teacher Education	
<b>Non-Thesis Option</b>		
Select electives.		
<b>Total Hours</b>		<b>30</b>

At least 15 hours must be from 8000-level 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.) - Thesis

<b>Required Courses</b>		<b>15</b>
TKT 8693	Multiple Perspectives on Instructional Systems and Technology	
TKT 8703	Trends and Issues in Instructional Systems	
TKT 8713	Research in Instructional Systems & Workforce Development	
TKT 8793	Directed Project and Portfolio Development	
TKT 8843	Foundations of Instructional Systems and Technology	
<b>Concentration (choose one concentration)</b>		<b>12</b>
<b>Instructional Design Concentration:</b>		
TKT 8523	Project Management in Instructional Design	
TKT 8533	Evaluation and Assessment in Instructional Systems & Technology	
TKT 8623	Instructional Design I	
TKT 8723	Instructional Design II	
<b>Distance Education Concentration:</b>		
TKT 8533	Evaluation and Assessment in Instructional Systems & Technology	
TKT 8813	Foundations of Distance Education	
TKT 8823	Design, Delivery, & Management of Distance Education	
TKT 8853	Learning Technologies in Distance Education	
<b>Multimedia Concentration:</b>		
TKT 8443	Theory of Multimedia Learning	
TKT 8543	Multimedia Design I	
TKT 8643	Multimedia Design II	
TKT 8743	Interactive Media	
<b>Thesis Option</b>		
TKT 8000	Thesis Research/ Thesis in Technology Teacher Education	<b>6</b>
<b>Total Hours</b>		<b>33</b>

At least 12 hours must be from 8000-level 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

<b>Required Courses</b>		<b>15</b>
TKT 8693	Multiple Perspectives on Instructional Systems and Technology	
TKT 8703	Trends and Issues in Instructional Systems	
TKT 8713	Research in Instructional Systems & Workforce Development	
TKT 8793	Directed Project and Portfolio Development	

TKT 8843	Foundations of Instructional Systems and Technology	
<b>Concentration (choose one concentration)</b>		<b>12</b>
<b>Instructional Design Concentration:</b>		
TKT 8523	Project Management in Instructional Design	
TKT 8533	Evaluation and Assessment in Instructional Systems & Technology	
TKT 8623	Instructional Design I	
TKT 8723	Instructional Design II	
<b>Distance Education Concentration:</b>		
TKT 8533	Evaluation and Assessment in Instructional Systems & Technology	
TKT 8813	Foundations of Distance Education	
TKT 8823	Design, Delivery, & Management of Distance Education	
TKT 8853	Learning Technologies in Distance Education	
<b>Multimedia Concentration:</b>		
TKT 8443	Theory of Multimedia Learning	
TKT 8543	Multimedia Design I	
TKT 8643	Multimedia Design II	
TKT 8743	Interactive Media	
<b>Non-Thesis Option Electives</b>		<b>6</b>
Total Hours		<b>33</b>

At least 15 hours must be from 8000-level 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
Total Hours		<b>31</b>

One-half or more of the hours must be from 8000-level courses. 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		24
Total Hours		<b>31</b>

At least 15 hours must be from 8000-level course. A final written comprehensive examination is required.

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

#### **Research and Statistics Requirement**

EPY 8214	Intermediate Educational and Psychological Statistics	4
TKT 8243	Research Problems in Instructional Systems and Workforce	3
TKT 8713	Research in Instructional Systems & Workforce Development	3
Select three of the following:		9
EPY 9213	Multivariate 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, Trends 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	
<b>Postsecondary Courses</b>		
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) <sup>1</sup>		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
<b>Total Hours</b>		<b>90</b>

<sup>1</sup> 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.

## 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.

For more information, contact the Department of Instructional Systems and Workforce Development, Box 9730, Mississippi State, MS 39762 or by email at [iswd@colled.msstate.edu](mailto:iswd@colled.msstate.edu). Information is also available at [iswd.msstate.edu](http://iswd.msstate.edu).

**Prerequisite**

TKB 3133	Administrative Management and Procedures	3
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**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

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Total Hours		15
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