



# **New York Institute of Technology**

School of Education

Master's Instructional Technology Handbook

2015-2016

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## INTRODUCTION

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This handbook is intended for candidates in the Instructional Technology master's program (M.S. for Educators). We have compiled this handbook to provide you with some guidance for successfully completing the program. It will provide an orientation to the School of Education, an overview of the Instructional Technology program, its mission, goals and anticipated outcomes. Additional specific information may be found in the Graduate Studies Catalog. The handbook is for informational purposes and does not constitute a contract.

## MISSION STATEMENT

### School of Education Mission

The mission of the School of Education is to provide effective professional preparation and development programs that are career-oriented, integrate technology, support diversity, and connect with the real world through learner active instructional strategies. In addition to professional education, our purposes include the generation of field relevant research that extends the knowledge base and the provision of services to the community to inform practice.

## CONCEPTUAL FRAMEWORK

### Three characteristics make NYIT's School of Education unique:

#### Diversity

Our commitment to diversity is evident in all we do. Our candidates learn to recognize the individual needs of diverse P-12 student populations and to create and customize educational experiences necessary for success in the 21st century global environment.

#### Technology

Our commitment to technology integration is woven seamlessly through our beliefs and actions. Technology is an integral part of our curriculum, pedagogy and delivery systems. Our candidates learn to make meaningful connections between technologies and their applications for all learners.

#### Field Relations

Our commitment to collaboration with schools, agencies, community organizations, businesses, and policymakers enriches our programs, our candidates, our partners, and the educational community.

## ACCREDITATION

The New York Institute of Technology School of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE). The Instructional Technology program is Nationally Recognized by the Association of Education Communication Technology (AECT).



## MSIT PROGRAM

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### OVERVIEW

The master's program in Instructional Technology is newly revised to be a 33-credit program for developing educators' expertise to serve as a technology coach, defined by the International Society for Technology in Education (ISTE) as a professional who helps educators advance technology use in schools. Technology coaches support classroom practice and instructional change through the use of leading-edge media and technology for teaching and learning. They work closely with teachers and administrators to develop uses of technology for digital age, global learning. As part of NYIT, a global university, the mission of the Master of Science in Instructional Technology is to develop educators' expertise in used of digital age technologies and practices for teaching and learning. Graduates of the program will be prepared to be educational technology leaders in a diverse global society.

Graduates of the program are experts in implementing technology as master teacher in their own P-12 classrooms, and are able to assist other educators to develop a vision for understanding how Instructional Technology can entice, encourage, enable, and empower learners. They may also serve as technology coordinators, content area coordinators, media specialists, literacy coaches, or instructional lead teachers who coach others in achieving the vision for the potential effects of technology on teaching and learning. Building on theories of learning, motivation, and curriculum design, teachers then learn to apply newly developed technology skills to the Core Curriculum. The program includes a practicum and seminar to meet the NYSED field experience requirements for certification. Candidates will develop an e-portfolio to provide evidence their impact on student learning and demonstrate ISTE standards for Instructional Technology Coaches as described

Instructional technology is a growing profession that is a vital part of both business and education. Educational technology specialists teach computer and multimedia technologies - including interactive video, the Internet, productivity tools, and curriculum development - to classroom teachers and administrators in public and private schools.

As digital innovations continue to develop at a fast pace, so will the demand for instructional technology professionals continue to grow. Your NYIT degree as an Educational Technology Specialist will prepare you to integrate instructional technology in your own classroom, share your vision for technology with others as a leader and model best practices for using technology in your school or district.

Your degree will provide you with professional New York State certification in your initial specialty area as well as earn you certification as an Educational Technology Specialist.

### Candidate Profile

Candidates are innovative educators with a passion for teaching and learning with technology. They are aspiring leaders who want to make a difference in the lives of children by preparing them and other educators to use technology for their future academic and career paths. Candidates entering the program have a basic knowledge of personal uses of technology and are seeking to further their expertise in their professional K-12 teaching practice and to model effective technology integration for others.



## **INSTRUCTIONAL TECHNOLOGY PROGRAM MISSION STATEMENT**

As a part of NYIT, a global university, the mission of the Master of Science in Instructional Technology, is to develop educators' expertise in uses of digital age technologies and practices for teaching and learning. Graduates of the Instructional Technology program will be prepared to be educational technology leaders in a diverse global society.

## **PROGRAM GOALS**

Our core courses develop and advance candidates' personal and professional proficiency with a wide range of interactive and social media and web applications that positively impact both instruction and learning. All courses are grounded in theories of learning, curriculum design, cognitive and learning sciences and communication theory. Our program develops and supports candidates' pedagogical research-based practices of effective technology integration and leadership across the disciplines and academic levels.



## MSIT PROGRAM OUTCOMES

(Adopted May 28, 2013)

### ***Vision***

MSIT 1 - The candidate will participate in the development and implementation of a shared vision for the comprehensive integration of technology, policies, procedures, and programs, to promote excellence and support transformational change throughout the instructional environment. (ISTE- C 1a, 1.b, 1.c, 1.d, ; ETS 0006)

### ***Teaching, Learning and Assessments***

MSIT 2- The candidate will meet the needs of all learners by aligning learning environments and experiences with standards outlined in the New York State Common Core Learning Standards and the National Educational Technology Standards for Students. (ISTE -C 2.a.; ETS0004)

MSIT 3 -The candidate will use effective data-driven instructional methods and strategies for teaching digital-age concepts and skills that address content and technology standards and that foster K-12 student learning, creativity, critical thinking, communication, and collaboration locally and globally. (ISTE -C 2.a,2.c,2.d, 2.g, 2.h; ETS 0005)

MSIT 4 - The candidate will apply knowledge of how to support teachers in integrating technology into the curriculum to enhance the effectiveness of instructional units by applying skills for differentiating learning in a technology-enhanced environment that maximizes learning for all students. (ISTE -C 2.b, 2.e,2.f, 2.g, 2.h, ETS 0007)

MSIT 5 - The candidate will assist teachers in using technology effectively for assessing student learning, differentiating instruction, and providing rigorous, relevant, and engaging learning experiences for all students. (ISTE -C.2.f, 2.g, 2.h)

### ***Digital Age Learning Environments***

MSIT 6 - The candidate will demonstrate knowledge of existing and emerging technology resources that are used to support student learning, personal learning, and professional development in diverse learning environments and will demonstrate uses of digital tools and resources and apply features of these tools to facilitate communication, collaboration, research, and problem solving in a digital age society. (ISTE-C 3.c, 3. g, ETS 0002)

MSIT 7 - The candidate will design, create, and maintain effective technology-enhanced learning environments and experiences that maximize content learning in context and communication and collaboration locally and globally with the greater stakeholder



community(ISTE-C.3.a, 3.b, 3.g) MSIT 8 - The candidates will apply knowledge of the characteristics and functions of a broad range of technology resources to identify and troubleshoot common technology-related problems encountered in educational settings. (ISTE-C 3.b, 3.c, 3.d, 3.e, ETS 0001)

MSIT 9 - The candidate will support the change process throughout the instructional environment. by promoting the development and implementation of technology infrastructure, procedures, plans, budgets, and professional development programs that promote excellence. (ISTE-C.4.f)

### ***Professional Development and Program Evaluation***

MSIT 10 - The candidate will conduct needs assessments, develop technology-related professional learning programs, and evaluate the impact on instructional practice and student learning. (ISTE- C.4a, 4.b, 4.c)

### ***Digital Citizenship***

MSIT 11 - The candidate will model and promote digital citizenry; the legal, ethical, responsible, and appropriate use of technology resources and digital information; social and human issues related to technology; and the use of technology to facilitate learning for all students. (ETS 0003, ISTE-C.5.a, 5.b, 5.c)

### ***Content Knowledge and Professional Growth***

MSIT 12 - The candidate will demonstrate professional knowledge, skills, and dispositions in content, pedagogical, and technological areas as well as adult learning and leadership continuously deepening their knowledge and expertise. (ISTE-C.6.a, 6.b, 6.c)

## ADMISSION, MATRICULATION & REGISTRATION INFORMATION

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### a) Graduate Application Checklist

- Completed NYIT Graduate Application
- \$50.00 Application Fee (does not apply to NYIT alum)
- All Official Undergraduate Transcripts with Proof of Bachelor's Degree
- All Official Graduate Transcripts with Proof of Master's Degree – if applicable
- If you are seeking NYS certification; copies of teaching certificates you currently hold
- Completed Student Immunization Form- Form **MUST** be stamped by your physician's office
- Completed Meningococcal Meningitis Vaccination Response Form

b) **Matriculation:** Matriculation is granted to students who have satisfied all requirements for admission, and have been accepted by the Instructional Technology Department.

c) **Registration:** All graduate students are required to register for classes prior to each semester and summer session for which they are enrolled. Students should consult with their advisor or program director before selecting courses. Students who are not up to date in paying tuition and fees, or who have not fulfilled their conditional admission requirements will be unable to register for classes. Students attending classes for which they are unregistered risk forfeiting the credit they may otherwise have earned for that class.

d) **Drop/Add & Withdrawals:** The drop/add period for fall and spring is the first two weeks of the semester. Students may drop and add courses without financial penalty during this period as long as the drop does not result in a full withdrawal from courses for the term. A student may withdraw from a course without academic penalty through the end of the 8th week of class during a 14- or 15-week semester and through the 8th meeting during an 8 week course cycle. After this, the student must be doing passing work in order to receive a W grade. Students who are not passing after the 8th week or equivalent will be assigned the grade of WF.

It is the student's responsibility to inform the instructor of his/her intention to withdraw from a course. If a student has stopped attending class without completing all assignments and/or examinations, failing grades for the missing work may be factored into the final grade calculation and the instructor for the course may assign the grade of WF. The grade of F is used for students who have completed the course but whose quality of work is below the standard for passing.



Withdrawal forms are available in departmental offices and once completed must be filed with the registrar. Students should be reminded that a W notation could negatively impact their eligibility for financial aid and/or V.A. benefits, as it may change the student's enrollment status (full-time, part-time, less than part-time). International students may also jeopardize their visa status if they fail to maintain full-time status.

- e) **Campus Location:** Students are admitted to the Manhattan, Online campus or Teacher Center campus.
- f) **Financial Aid:** The Financial Aid Office, located in Schure Hall (OW) or 16 West 61<sup>st</sup> Street is available to assist graduate students in securing funding for their graduate work.
- Graduate Assistantships: NYIT offers assistantship grants for the academic year and occasionally for the summer session. These grants are distributed among full-time students of the departments having graduate programs at both the MA and OW campuses.
  - Loans & Grants: The University participates in all federal and state aid programs. The FAFSA is used to apply for all federal programs, including Federal Perkins Loan, Federal Work Study and Federal Stafford Loan. Detailed information on the application process can be obtained from the office of financial aid. New York State residents who pursue full-time study (12 credits or more) in an approved program may be eligible for the New York State Tuition Assistance program (TAP).

## MASTER OF SCIENCE IN INSTRUCTIONAL TECHNOLOGY DEGREE MAP

Name \_\_\_\_\_

ID# \_\_\_\_\_

Tel \_\_\_\_\_

E-Mail \_\_\_\_\_

### Foundations/Professional Core

Course Number and Name	Credits	Semester Completed	Prerequisite
EDIT-603 Foundations I: Philosophy & Technology	3cr.		None
EDPC-605 Curriculum Design & Development	3cr.		None
EDPC-610 Foundations II: Diversity, Learning & Tech	3cr.		None
EDIT-605 Instructional Applications of the Internet	3cr.		EDPC 603 / EDPC-605
EDIT-610 Multimedia/Authoring	3cr.		EDIT-605 / EDIT 603
EDIT 695 Field Experience Practicum and Seminar	3cr.		<b>27 Credits</b>

### Pedagogical Applications

Course Number and Name	Credits	Semester Completed	Prerequisite
EDLA-615 Language Arts and Technology	3cr.		EDIT 603/ EDPC-605
EDMA-625 Mathematics, Science & Tech I (Math Focus)	3cr.		EDPC-605
EDSC-626 Mathematics, Science & Tech II (Science Focus)	3cr.		EDPC-605
EDIT 663 Educational Uses of Social Media	3cr.		Permission

### Assessment & Evaluation

Course Number and Name	Credits	Semester Completed	Prerequisite
EDIT 690 Assessment and Evaluation	3cr.		EDIT 603 / EDIT 605 / EDPC 610

**Total Minimum Credits for the MSIT: 33 credit**

*Matriculation must be achieved before the completion of 9 credits or the candidate will not be permitted to continue. It is the responsibility of the matriculated candidate to obtain a college catalog for the year in which s/he matriculated. This catalog explains the rights and responsibilities for graduation.*

**MASTER OF SCIENCE IN INSTRUCTIONAL TECHNOLOGY**

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**Cohort Plans**

<b>OPTION 1</b>				
<b>Year 1 Fall</b>	<b>Year 1 Spring</b>	<b>Year 1 Summer</b>	<b>Year 2 Fall</b>	<b>Year 2 Spring</b>
EDIT-603	EDIT-605	EDLA-615	EDIT-690	EDIT-695
EDIT-605	EDPC-610	EDMA-625	EDIT-610	EDIT-663

<b>OPTION 2</b>			
<b>Year 1 Fall</b>	<b>Year 1 Spring</b>	<b>Year 2 Fall</b>	<b>Year 2 Spring</b>
EDIT-603	EDIT-605	EDIT-690	EDIT-695
EDPC-605	EDIT-610	EDSC-626	EDIT-663
EDPC-610	EDMA-625	EDLA-615	

## COURSE DESCRIPTIONS

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**EDIT 603 Foundations I: Philosophy and Technology of Education (3 credits)** Foundational research on the integration of instructional technologies in teaching, training, and learning enables the candidate to consider the social, psychological, and technical milieu of the digital medium in the second millennium. The candidate explores, through primary source literature and digital artifacts, the continuum of thought that frames the past, present, and future understanding of instructional technology within education, corporate, personal, and societal contexts. This exploration leads to the candidate's final project: a rigorous, web-based, well-documented personal philosophy of instructional technology incorporating a variety of digital media artifacts. In this course, candidates will initiate their web-based professional portfolio for the program. Candidates are expected to make additions and revisions to this philosophy each succeeding semester as specified in the final portfolio requirements for the degree. **Prerequisite: Permission.**

**EDPC 605 Curriculum Design and Development (3 credits)** Candidates design an instructional unit within a defined course of study based on the five phases of instructional systems design: analysis, design, development, implementation and evaluation. Candidates conduct a needs assessment for the learner, content, and context of their unit of instruction aligning learning objectives with national and state standards. Candidates develop performance assessment measures and incorporate instructional technologies to meet the needs of diverse learners. Issues addressed are curriculum alignment, learning theory, differentiated instruction, and design of instructional technology activities for active student engagement and inquiry. **Prerequisite: Permission.**

**EDPC 610 Foundations II: Diversity, Learning, and Technology (3 credits)** Candidates apply an understanding of diversity of student populations in P-12 schools. Particular emphasis is placed on research-based evidence for effective uses of assistive and instructional technology for improving student performance in national and state standards-based general education curriculum. Candidates develop instructional materials to meet the needs and aspirations of all learners across the spectrum of culture, gender, language, and ability levels. Case studies are developed to demonstrate technology integration for differentiation for all learners. **Prerequisite: EDIT 603 and EDPC 605**

**EDIT 605 Instructional Applications of Internet (3 credits)** In this course candidates will integrate the tools and resources of the internet into their instructional dialogue. Starting with learning standards and/or instructional competencies, candidates adapt Internet resources and internet-based teaching strategies to their instructional environments. Constructivist and other learning approaches are used and modeled for all activities. Candidates will utilize the current tools and resources of the Internet as well as consider evolving standards and capabilities. **Prerequisites: EDIT 603 and EDPC 605**

**EDIT 610 Multimedia Authoring (3 credits)** Candidates design and develop a computer-based or web-based interactive instructional system using multimedia-authoring tools. Candidates develop documentation required for using the product and strategies for integrating multimedia applications into their own instructional contexts to meet the diverse learning needs of their audience.

**Prerequisites: EDIT 603 and EDPC 605**

**EDLA 615 Language Arts and Technology (3 credits)** Candidates examine the national and state English/Language Arts standards related to listening, speaking, reading, writing, and visual communication. Candidates explore methods, materials, and resources appropriate for cultural, ethnic, and diverse learning styles of all learners to meet the language arts and reading standards. Candidates investigate strategies for integrating technology into K-12 language arts and literacy instruction and teaching strategies appropriate to the level of instruction. Candidates apply research-based effective practices for assessing learner progress and for using technology to improve reading, writing and communication. Prerequisites: EDIT 603 and EDPC 605

**EDMA 625 Mathematics, Science, and Technology I (3 credits)** Candidates examine an integrated approach to the teaching of national and state mathematics, science and technology (MST) standards in the context of real world problem solving. Candidates explore ten strands of mathematical study: problem solving, reasoning and proof, communication, connections, representation, number sense and operations, algebra, geometry, measurement, probability and statistics and two major strands of science study: life and physical science. Candidates incorporate constructivist and project based teaching and assessment techniques in MST lesson/unit planning and instructional projects that address the needs of diverse learners in the context of reflective practice. **Prerequisites: EDIT 603 and EDPC 605.**

**EDSC 626 Mathematics, Science and Technology in Education II (3 credits)** Candidates integrate mathematics, science, and technology with inquiry-based teaching and learning aligned with national and state standards. Candidates explore issues, resources, technologies and methods to create integrated MST experiences and plan effective lessons for diverse student population. Candidate will investigate appropriate assessment strategies and the application of various technologies and web resources. **Prerequisite: EDMA 625.**

**EDIT 690 Assessment and Evaluation Methods.** Candidates explore selected forms of quantitative and qualitative methodologies used for conducting needs assessment, developing technology-related professional learning programs, and evaluating the impact on instructional practice and student learning. Strengths and weaknesses of each approach will be analyzed. Candidates will learn about resources for designing, developing, and implementing the evaluation and measurement of instructional interventions. Focus will be on measuring instructional effectiveness. Specific topics include: needs assessment, data collection methods, data analysis, and communication of results. Special attention is devoted to methods of assessing k-12 learning outcomes. Candidates complete

the course by preparing a detailed evaluation and assessment plan to determine evidence of student learning in a specific educational context. Prerequisite: **12 credits**.

**EDIT 695 Practicum and Seminar (3 credits)**. This practicum and seminar will be a culminating field experience for the instructional technology master's program. The practicum portion will include the NYSED minimum field experience requirement. The experience will expand candidate's knowledge of the field of instructional technology and his/her leadership expertise. The seminar component will require that candidates complete their electronic portfolio by reviewing, updating or creating artifacts, rationales and reflections related to experiences in the program for each International Society for Technology in Education (ISTE) National Education Technology Standards (NETS) for Technology Coaches standards.

The e-portfolio will provide evidence of candidate's impact on student learning, and practicum experiences that meet standards for Instructional Technology Coaches as described in ISTE NETS-C.

**EDIT 663 Educational Applications of Social Media (3 credits)** Candidates will explore educational applications of social media tools for teaching and learning. Candidates investigate the advantages of "new social learning" and management of social media for effective implementation in P-12 learning spaces. Particular focus will be on instructional applications, cooperative learning facilitation, and the extension of learning experiences beyond the classroom. Candidates will develop projects that incorporate social media tools to enhance teaching and learning. **Prerequisite: approval of the advisor.**

# SET – UP NYIT ACCOUNT

## GUIDE TO PEOPLESOFT SELF SERVICE FOR STUDENTS

### INTRODUCTION

PeopleSoft's Self Service module is a fully integrated portal that organizes services such as registration, viewing financial aid, billing and advisement. This information is available to students anywhere with internet access.

### STUDENT CENTER

Welcome to "Student Center." You must log in with your NYIT username and password. Once you are logged in your name will appear below:

**NYIT** NEW YORK INSTITUTE OF TECHNOLOGY

STUDENT CENTER

Monique's Student Center

**Academics**

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)

other academic...

Deadlines URL Gradebook

This Week's Schedule	
Class	Schedule
ANTH 101-W01 LEC (2378)	Room: TBA

[weekly schedule ▶](#)  
[enrollment shopping cart ▶](#)

**SEARCH FOR CLASSES**

**SHARE MY INFORMATION**

**Holds**

Registration Hold

[details ▶](#)

**To Do List**

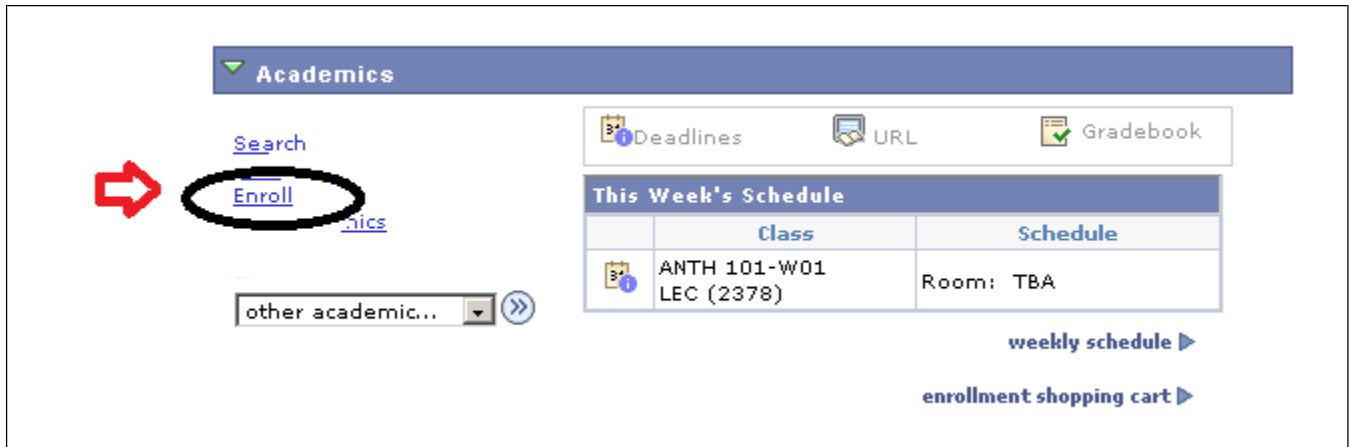
No To Do's.

**Milestones**

No Milestones

## REGISTRATION

Before registration please meet with your advisor to open your registration. To register for classes click on “Enroll” under Academics on your Student Center homepage. Under the enroll link you will have the ability to add/drop class or swap classes. (Use the “Swap” function when you do not want to drop a class until a new class is successfully added.)



The screenshot shows the Academics section of a student center. A red arrow points to the "Enroll" link, which is circled in black. Other visible elements include a search bar, a dropdown menu with "other academic...", and a "This Week's Schedule" table.

This Week's Schedule		
	Class	Schedule
	ANTH 101-W01 LEC (2378)	Room: TBA

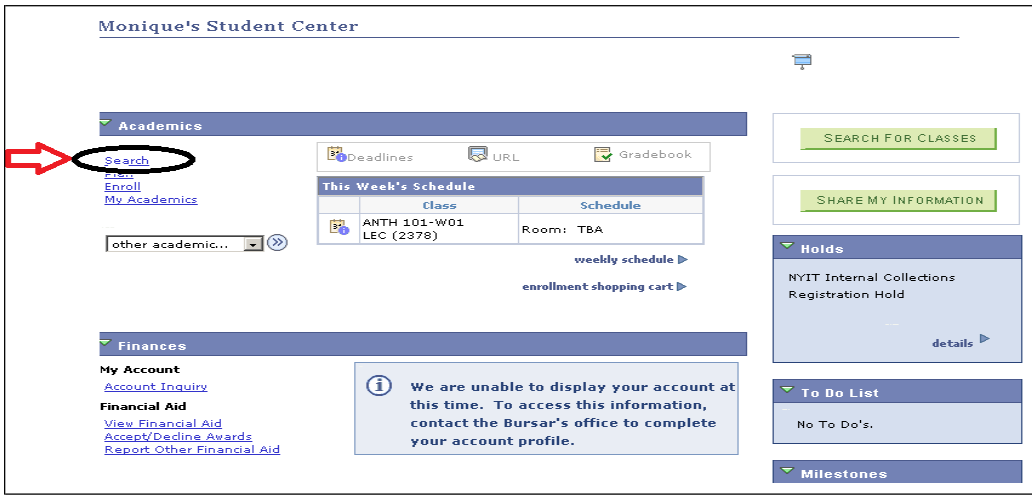
Additional navigation links include "weekly schedule" and "enrollment shopping cart".

The courses in which you are enrolled appear at the bottom of the page. To view your schedule click on “Weekly Schedule.”



## Search for sections

To search for a section click “Search” under Academics on your student homepage. You must select or enter at least two search criteria and then click “Search”.



The screenshot shows the 'Monique's Student Center' interface. The 'Academics' section is expanded, and a red arrow points to the 'Search' button. Below the search button are links for 'Enroll' and 'My Academics'. A search criteria dropdown menu is set to 'other academic...'. To the right, there are buttons for 'SEARCH FOR CLASSES' and 'SHARE MY INFORMATION'. Below these are sections for 'Holds' (showing 'NYIT Internal Collections Registration Hold') and 'To Do List' (showing 'No To Do's'). The 'Finances' section is also visible, with a message: 'We are unable to display your account at this time. To access this information, contact the Bursar's office to complete your account profile.'

This Week's Schedule	
Class	Schedule
ANTH 101-W01 LEC (2378)	Room: TBA

For additional search criteria enter the campus, meeting time, instructor information or days of week for the class to narrow your search.



▼ **Class Search**

Course Subject select subject

Course Number is exactly

Course Career

Mode of Instruction

Campus Manhattan, New York

Location

---

▼ **Additional Search Criteria**

Meeting Start Time greater than or equal to

Meeting End Time less than or equal to

Days of Week include only these days

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name begins with

Class Nbr  ?

Course Keyword  ?

Minimum Units greater than or equal to

Maximum Units less than or equal to

Course Component

Session  🔍



To enroll in a class, first select the term, and then click continue.

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes 1

Select Term

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> Fall 2013	Undergraduate	NY Institute of Technology
<input type="radio"/> Spring 2014	Undergraduate	NY Institute of Technology
<input checked="" type="radio"/> Summer 2014	Undergraduate	NY Institute of Technology

CONTINUE

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

## TERM INFORMATION

**Term Information** shows your enrollment appointment for the selected term and a list of open enrollment dates. To get to term information click on “Open Enrollment Dates” under Enrollment Dates on your homepage as below:

STUDENT CENTER FACULTY CENTER ADVISOR CENTER

Academics

Search Plan Enroll My Academics

other academic... >>

Deadlines URL Gradebook

This Week's Schedule

Class	Schedule
ANTH 101-W01 LEC (2378)	Room: TBA

weekly schedule >

enrollment shopping cart >

SEARCH FOR CLASSES

SHARE MY INFORMATION

Holds

Registration Hold

details >

To Do List

No To Do's.

Milestones

No Milestones

Enrollment Dates

**Open Enrollment Dates**

Advisor

Program Advisor

Monika Schueren

details >

Finances

My Account

Account Inquiry

Financial Aid

View Financial Aid

Accept/Decline Awards

Report Other Financial Aid

Personal Information

Demographic Data

Emergency Contact

Names

User Preferences

other personal... >>

Contact Information

Home Address	Mailing Address
1000 Main St. Elmhurst, NY 11373	1000 Main St. Elmhurst, NY 11373

Cell Phone	NYIT Email
None	None

<a href="#">Search</a>	<a href="#">Plan</a>	<a href="#">Enroll</a>	<a href="#">My Academics</a>
<a href="#">my class schedule</a>	<a href="#">add</a>	<a href="#">drop</a>	<a href="#">swap</a>
			<a href="#">edit</a>
			<a href="#">term information</a>

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### Term Information

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<b>Enrollment Dates</b>	<a href="#">View my enrollment dates</a>
<b>Assignments</b>	<a href="#">View my class assignments and grades</a>
<b>Learning Management</b>	<a href="#">View learning management systems</a>
<b>Exam Schedule</b>	<a href="#">View my exam schedule</a>
<b>Grades</b>	<a href="#">View my grades</a>

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[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ...

You can also view term enrollment dates by clicking on the Details link in the Enrollment Dates box on the main Student Center screen.

## MY ACADEMICS

**My Academics** includes: transfer credit, course history, current program/plan, advisor notes, and an academic summary including GPA.

**Academics**

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)

other academic...

	<a href="#">Deadlines</a>		<a href="#">URL</a>		<a href="#">Gradebook</a>
--	---------------------------	--	---------------------	--	---------------------------

This Week's Schedule		
	Class	Schedule
	ANTH 101-W01 LEC (2378)	Room: TBA

[weekly schedule ▶](#)

[enrollment shopping cart ▶](#)

View My Transfer Credit Report

The **Transfer Credit Report** allows you to view all of your transferred courses/credits. The first part of the page shows a summary of all transferred units. A detailed view of all of the transfer credits appears below the summary.

Search
Plan
Enroll
My Academics

### View Transfer Credit Report

---

▼ **Course Credits**

---

**Model Nbr** 1 Posted

**Institution** NY Institute of Technology **Credit Source Type** Manual

**Career** Undergraduate **Source Institution** Baruch College

**Program** Ugrd School of Arch & Design

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade	Notes
Fall 1999		3.00	C+	Posted	WRIT 101	3.000	TC	
Fall 1999		3.00	C+	Posted	GEEL ELEC	0.000	TC	Repeated Course/Excluded
Fall 1999		3.00	B	Posted	GEEL ELEC	0.000	TC	Repeated Course/Excluded
Fall 1999		3.00	B	Posted	WRIT 151	3.000	TC	
Fall 1999		3.00	B-	Posted	GEEL ELEC	3.000	TC	
Fall 1999		3.00	B	Posted	LITR 410	3.000	TC	
Fall 1999		3.00	C	Posted	HIST 310	3.000	TC	
Fall 1999		3.00	B-	Posted	LAEL ELEC	3.000	TC	

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**Model Nbr** 2 Posted

**Institution** NY Institute of Technology **Credit Source Type** Manual

**Career** Undergraduate **Source Institution** Plaza Business Insti

**Program** Ugrd School of Arch & Design

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade
Fall 1999		4.00	A	Posted	PSYC 101	3.000	TC
Fall 1999		4.00	A	Posted	GEEL ELEC	4.000	TC

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## View my Course History

**My Course History** allows you to view all of the courses that you have taken, including transfer courses. You can sort the results using the sort functionality in the middle of the page.

SearchPlanEnrollMy Academics

### My Course History

**Select Display Option**

Hide courses from My Planner

Show courses from My Planner

Sort results by

Then by

sort

Taken Transferred In Progress

Course	Description	Term	Grade	Units	Status
ANTH 101	<a href="#">Intro to Anthrop</a>	Spring 2014		3.00	
ARCH 101	<a href="#">Des Fund I</a>	Fall 1999	W	5.00	
ARCH 161	<a href="#">Sur Hist Arch I</a>	Fall 1999	W	3.00	
GEEL ELEC	<a href="#">General Electives</a>	Fall 1999	TC	3.00	
GEEL ELEC	<a href="#">General Electives</a>	Fall 1999	TC	3.00	

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Instructional Technology Handbook 2015 – 2016

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Click **Return to My Course History** to go back.

## Academic Requirements

The **Academic Requirements** is an overview of your current academic objective.

The screenshot displays the 'My Academic Requirements' interface. At the top, there are four navigation tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Below the tabs, the page title 'My Academic Requirements' is followed by a dropdown menu for 'Select Institution / Career' set to 'NY Institute of Technology > Graduate' and a 'change' button. A timestamp indicates the report was last generated on '02/26/2014 2:09PM'. There are three buttons: 'collapse all', 'expand all', and 'view report as pdf'. A filter bar shows 'Taken' (checked), 'In Progress', and 'Planned'. The main content area lists requirements under two categories: 'Cum GPA, Hours and Residency Requirement' and 'Master of Communication Arts'. Each category shows 'Not Satisfied' status with specific details and unit requirements.

**My Academic Requirements**

Select Institution / Career: NY Institute of Technology > Graduate [change](#)

This report last generated on: 02/26/2014 2:09PM

[collapse all](#) [expand all](#) [view report as pdf](#)

✓ Taken    ◆ In Progress    ★ Planned

**Cum GPA, Hours and Residency Requirement**

**Not Satisfied:** RG-3079

**Cum GPA and Hours**

**Not Satisfied:** R-3139

▶ Cumulative GPA

▼ Residency

**Not Satisfied:** Residency

- Units: 15.00 required, 0.00 taken, 15.00 needed

**Master of Communication Arts**

**Not Satisfied:** RG-3077

- Units: 32.00 required, 0.00 taken, 32.00 needed
- GPA: 3.000 required, 0.000 actual





The Current Academic Summary section includes information on last term registered, academic standing, overall GPA (includes transfer courses), and NYIT GPA (does not include transfer courses).

## CHANGING PERSONAL INFORMATION

First click on Demographic Data on the Personal Information on your student center homepage.

**Personal Information**

- [Demographic Data](#)
- [Emergency Contact](#)
- [Names](#)
- [User Preferences](#)

other personal...  

**Contact Information**

<a href="#">Home Address</a> 1000 Main St. Elmhurst, NY 11373	<a href="#">Mailing Address</a> 1000 Main St. Elmhurst, NY 11373
<a href="#">Cell Phone</a> None	<a href="#">NYIT Email</a> None



On the Personal information section you can update your personal information such as address, phone number and emergency contacts.

Monique Del Valle go to ...

[Personal Information](#) | [Security](#) | [Credentials](#) | [Participation](#)

[addresses](#) | [names](#) | [phone numbers](#) | [email addresses](#) | [internet addresses](#) | [emergency contacts](#) | [demographic information](#) | [ethnicity](#) | [ethnicity](#)

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### Addresses

View, add, change or delete an address.

Address Type	Address	
Home	1000 Main St. Elmhurst, NY 11373	<a href="#">edit</a>
Mail	1000 Main St. Elmhurst, NY 11373	<a href="#">edit</a>

[ADD A NEW ADDRESS](#)

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[Personal Information](#) | [Security](#) | [Credentials](#) | [Participation](#)

[Addresses](#) | [Names](#) | [Phone Numbers](#) | [Email Addresses](#) | [Internet Addresses](#) | [Emergency Contacts](#) | [Demographic Information](#) | [Ethnicity](#) | [Ethnicity](#)

go to ...

To update your phone number, click on the phone number tab. Click on enter phone number use drop down menu to choose phone type and number, then click save.

[Personal Information](#) | [Security](#) | [Credentials](#) | [Participation](#)

[addresses](#) | [names](#) | [phone numbers](#) | [email addresses](#) | [internet addresses](#) | [emergency contacts](#) | [demographic information](#) | [ethnicity](#) | [ethnicity](#)

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### Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<a href="#">delete</a>

[ADD A PHONE NUMBER](#)

[SAVE](#)

\* Required Field

# BLACKBOARD DIRECTIONS

(Developed by Dr. Michael Uttendorfer – School of Education)

1. Point your browser to <http://nyitonline.nyit.edu> and you will see the web page below

Chairperson of the Online Campus  
[Stan Silverman](#)

Summer 2010 Online course textbook information: [Click here](#)  
To access the courses that ran prior to the Spring 2010 (Blackboard 8): [Click here](#)

#### Support Information

Issue	Contact Info	Hours of Operation
Blackboard Problems	800-462-9041 or <a href="#">Helpdesk Website</a>	Mon - Fri: 9:00AM - 5:00PM
Login Problems	<a href="#">NYITConnect Password Reset</a>	Online

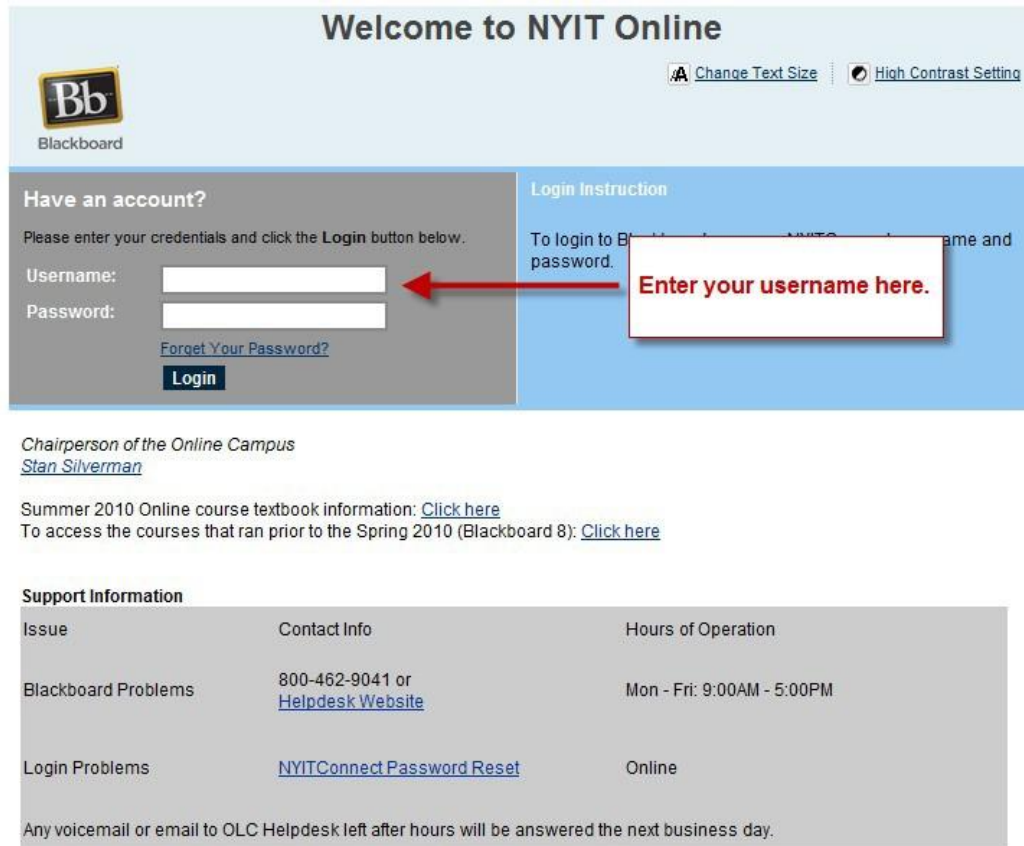
Any voicemail or email to OLC Helpdesk left after hours will be answered the next business day.

If you have difficulty or need help, you can call or email the NYIT Blackboard Support Helpdesk at 1-800-462-9041 or check the NYIT Online Support Website at <http://eeznt3.nyiteez.org/olchelp/> for additional ways to get help.

2. Enter your user name.

### What Is My Username?

Your Blackboard Username will be the same as your NYIT username for NYIT Connect and your NYIT email.



The screenshot shows the Blackboard login interface. At the top, it says "Welcome to NYIT Online" with a Blackboard logo and links for "Change Text Size" and "High Contrast Setting". Below this is a "Have an account?" section with a "Login" button. A red box with the text "Enter your username here." and a red arrow points to the "Username:" input field. To the right, a "Login Instruction" section says "To login to Blackboard, enter your NYIT Connect username and password." Below the login form, there is a "Support Information" table.

Issue	Contact Info	Hours of Operation
Blackboard Problems	800-462-9041 or <a href="#">Helpdesk Website</a>	Mon - Fri: 9:00AM - 5:00PM
Login Problems	<a href="#">NYITConnect Password Reset</a>	Online

Any voicemail or email to OLC Helpdesk left after hours will be answered the next business day.

Users who do not know their NYIT Username should refer to NYIT Connect at <https://register.nyit.edu/reset/>

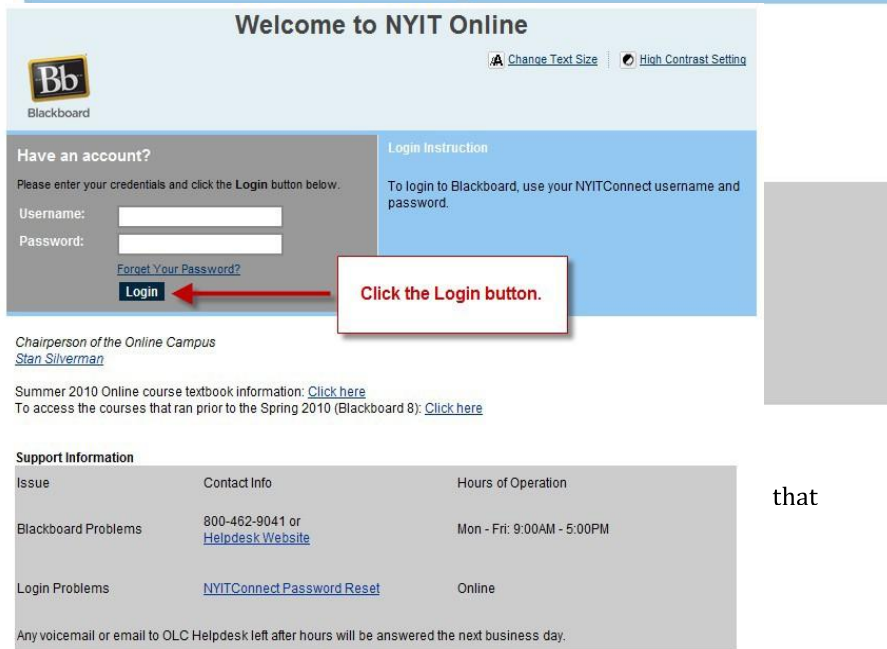
3. Enter your password.

## What Is My Password?

Your Blackboard Password will be the same as your NYIT password for NYIT Connect and your NYIT email.



The screenshot shows the Blackboard login page titled "Welcome to NYIT Online". It features the Blackboard logo and two utility links: "Change Text Size" and "High Contrast Setting". The main content area is split into two sections. On the left, under "Have an account?", there are input fields for "Username:" and "Password:", a "Forgot Your Password?" link, and a "Login" button. On the right, under "Login Instruction", it says "To login to Blackboard, use your NYITConnect username and password." A red callout box with the text "Enter your password here." has an arrow pointing to the password input field.



This screenshot is identical to the one above but with a different callout. A red callout box with the text "Click the Login button." has an arrow pointing to the "Login" button. Below the login section, there is a "Chairperson of the Online Campus" link to "Stan Silverman", a link for "Summer 2010 Online course textbook information", and a link for "To access the courses that ran prior to the Spring 2010 (Blackboard 8)". A "Support Information" section follows, containing a table with columns for "Issue", "Contact Info", and "Hours of Operation".

Issue	Contact Info	Hours of Operation
Blackboard Problems	800-462-9041 or <a href="#">Helpdesk Website</a>	Mon - Fri: 9:00AM - 5:00PM
Login Problems	<a href="#">NYITConnect Password Reset</a>	Online

Any voicemail or email to OLC Helpdesk left after hours will be answered the next business day.

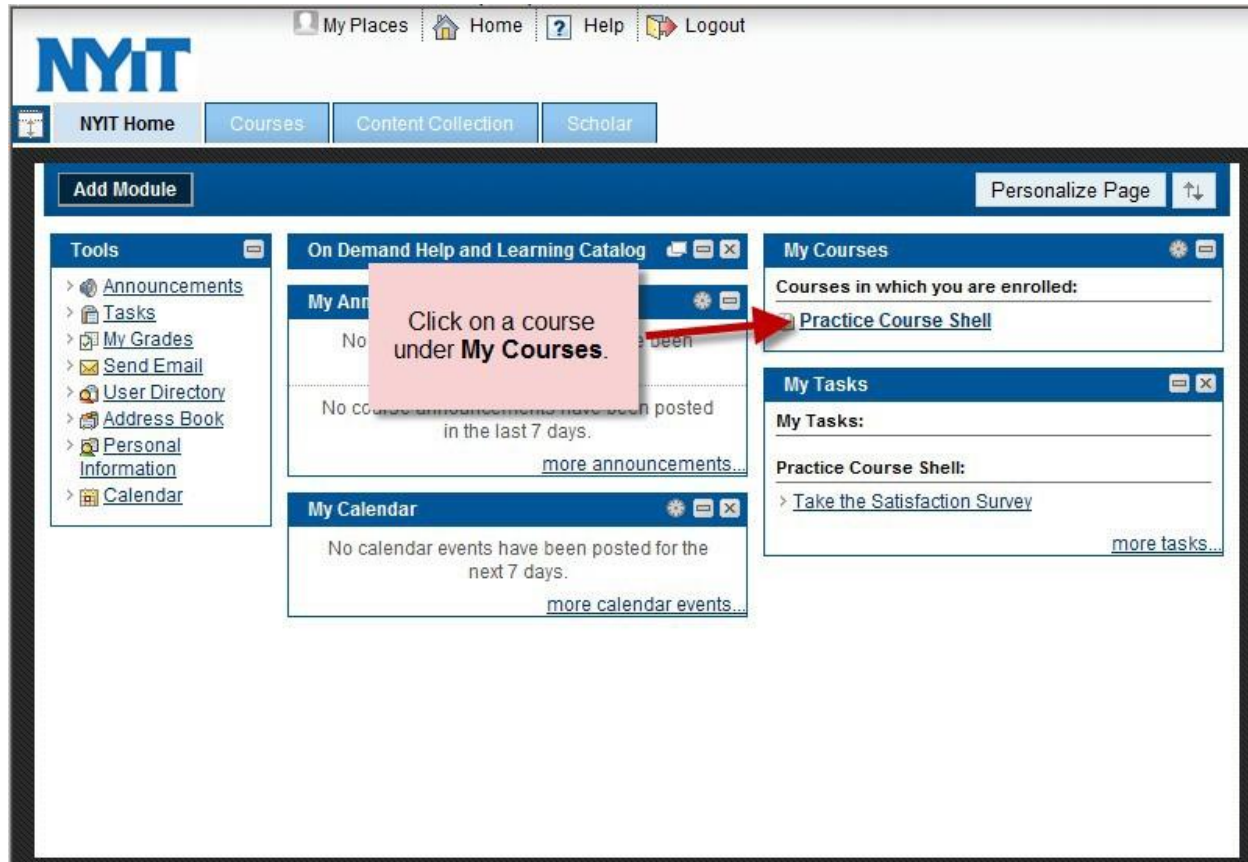
that

Users who do not know their NYIT Password should click on the link above the login button "Forgot Your Password" and follow the instructions.

4. Then Click on the Login button.

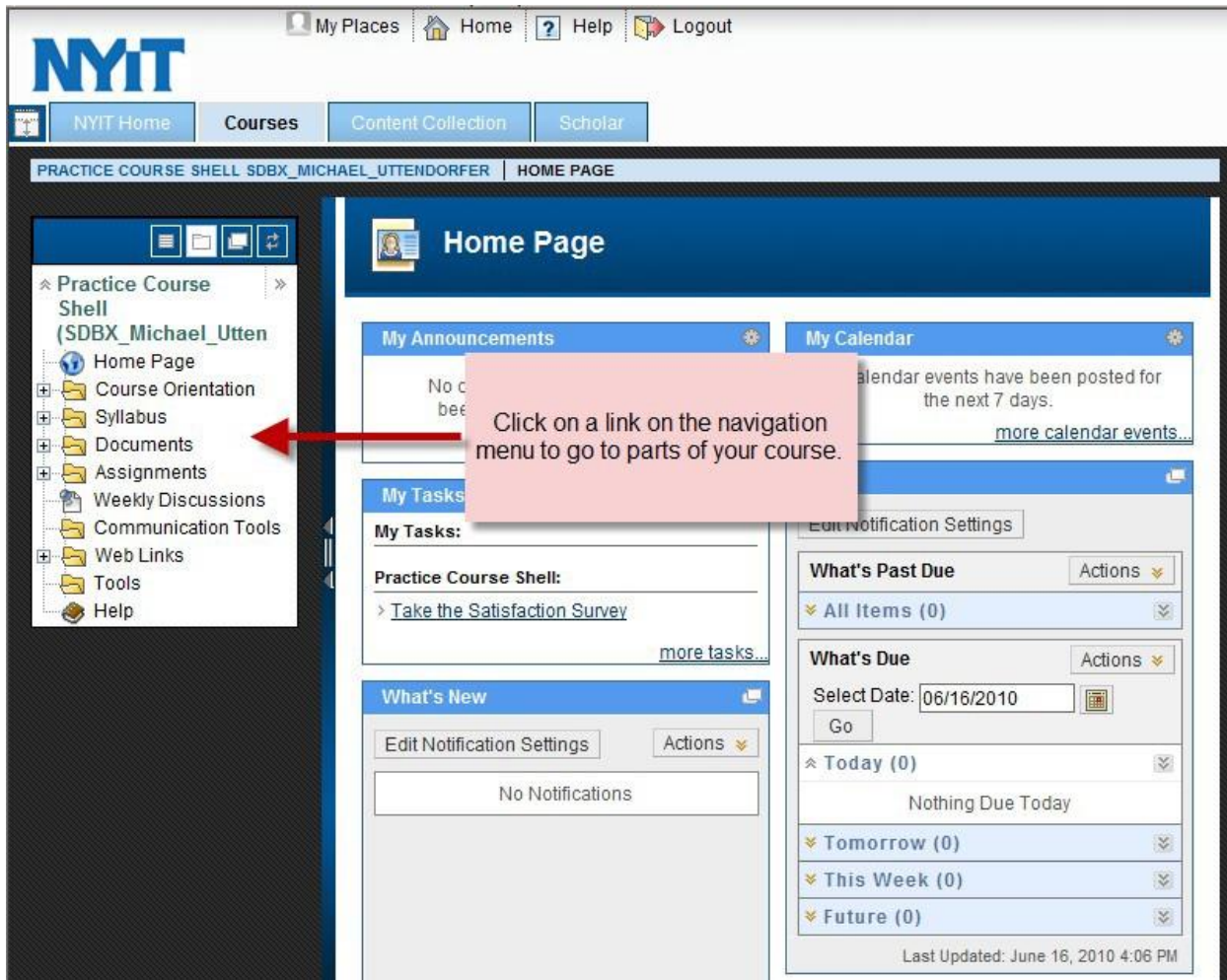
5. Select a Course.

You will see a list of your courses in the upright under My Courses. Click on one of the courses.



6. Navigate to the Course Section.

The navigation buttons or links will appear on the left. Click on the button or link to enter parts of your course. Your instructor will give you more details about what sections to go to.



## STUDENT POLICIES

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### BASIS FOR GRADE CHANGES

A final course grade may be changed only if there is unequivocal evidence that one or more of the following applies:

- a. It was a direct result of arbitrary and capricious conduct on the part of the instructor;
- b. The instructor discriminated against the student on the basis of a protected classification as the term is defined by Federal Law, New York State Law, or the Administrative Code of the City of New York;
- c. The grade was incorrectly calculated;
- d. A clerical error occurred in recording the grade; or
- e. A mitigating circumstance prevented the student from completing a final assignment or attending the final examination. In such cases, a grade may be changed to either a "W" or "I" pursuant to the rules governing these grades.

In cases where the grade has been changed to an "I", the student shall have one (1) additional semester and a summer beyond the final decision of the Grade Appeals Committee in which to complete the work. The temporary grade of incomplete (I) shall change to a failing (IF) grade if the student does not complete all work by the end of the allotted time (see schedule in the catalog). Such an IF grade may not be challenged, and the course must be repeated by the student to receive credit.

- f. A grade awarded on the basis of academic dishonesty may not be appealed under this procedure, unless the charge has been resolved in favor of the student pursuant to NYIT's Academic Integrity Policy.

### GRADE APPEALS

A student may file a formal challenge to a grade on any of the grounds set forth in subsections a. through e. above. The student must present positive, detailed and specific evidence in support of his/her claim. If the instructor declines the change of grade, the student may continue through the appeals process as described in the NYIT Student Handbook. The appeals process adheres to the following timeline:

#### GRADE APPEAL TIMELINE

Student challenges grade from previous semester ...  
By third week of semester Instructor notifies student of decision ... By fifth week of semester Grade change, if any, submitted to registrar ... By sixth week of semester  
Chairperson mediates dispute ... By seventh week of semester  
Student or instructor submits dispute to academic dean ... By ninth week of semester  
Student or instructor submits dispute to Grade Appeals Committee ... By 11th week of semester  
Meeting of Grade Appeals Committee ... By 13th week of semester

### WITHDRAWAL POLICY

A student may withdraw from a course without penalty through the end of the 8th week of class during a 14- or 15-week semester and through the 8th meeting during an 8week course cycle. After this, the student must be doing passing work in order to receive a W grade. Students who are not passing after the 8th week or equivalent will be assigned the grade of WF.

It is the student's responsibility to inform the instructor of his/her intention to withdraw from a course. If a student has stopped attending class without completing all assignments and/or examinations, failing grades for the missing





work may be factored into the final grade calculation and the instructor for the course may assign the grade of WF. The grade of F is used for students who have completed the course but whose quality of work is below the standard for passing.

Withdrawal forms are available in departmental offices and once completed must be filed with the registrar. Students should be reminded that a W notation could negatively impact their eligibility for financial aid and/or V.A. benefits, as it may change the student's enrollment status (full-time, part-time, less than part-time). International students may also jeopardize their visa status if they fail to maintain full-time status.

## **SUPPORT FOR STUDENTS WITH DISABILITIES**

NYIT adheres to the requirements of the Americans with Disabilities Act of 1990 and the rehabilitation Act of 1973, Section 504. The Office of Disability Services actively supports students in the pursuit of their academic and career goals. Identification of oneself as an individual with disability is voluntary and confidential. Students wishing to receive accommodations, referrals and other services are encouraged to contact the Office of Disability Services as early in the semester as possible although requests can be made throughout the academic year.

Reasonable accommodations are available for students who have a documented disability. Please notify your professor during the first week of class regarding accommodations needed for the course, specifically including testing modifications. Contact Alyssa Provenzano at [aprovenz@nyit.edu](mailto:aprovenz@nyit.edu) for the Office Disabilities Services (26 West 61st Room M02, 212.261.1772) or at the Old Westbury Campus, Schure Hall Room 208, 516.686.7636)

## **ACADEMIC INTEGRITY AND PLAGIARISM POLICIES**

Each student enrolled in a course at NYIT agrees that, by taking such course, he or she consents to the submission of all required papers for textual similarity review to any commercial service engaged by NYIT to detect plagiarism. Each student also agrees that all papers submitted to any such service may be included as source documents in the service's database, solely for the purpose of detecting plagiarism of such papers.

Plagiarism is the appropriation of all or part of someone else's works (such as but not limited to writing, coding, programs, images, etc.) and offering it as one's own. Cheating is using false pretenses, tricks, devices, artifices or deception to obtain credit on an examination or in a college course. If a faculty member determines that a student has committed academic dishonesty by plagiarism, cheating or in any other manner, the faculty has the academic right to 1) fail the student for the paper, assignment, project and/or exam, and/or 2) fail the student for the course and/or 3) bring the student up on disciplinary charges, pursuant to Article VI, Academic Conduct Proceedings, of the Student Code of Conduct. The complete Academic Integrity Policy may be found on various NYIT Webpages, including: [http://www.nyit.edu/about/administration/academic\\_affairs/academics/resources\\_faculty.html](http://www.nyit.edu/about/administration/academic_affairs/academics/resources_faculty.html)





## **POLICY ON ACADEMIC PROBATION AND DISMISSAL**

A graduate student must achieve a minimum cumulative grade point average (GPA) of 3.00 to graduate.

### **PROBATION**

The first time a student's cumulative GPA falls below 3.0, the student shall be placed on Probation for his/her next regular semester. The student will receive a letter from the School Counseling Program outlining available academic support services and requiring the student to meet with an academic advisor. A student on Probation status cannot register for more than 6 credits or the minimum until he/she is removed from probation.

### **DISMISSAL**

When a student's cumulative GPA falls below the minimum 3.0 required for three sequential (not necessarily contiguous) regular semesters, the student will be dismissed from the college.

Dismissal is defined as ineligible to pursue credit-bearing courses at NYIT for a period of two academic years or until a minimum GPA of 3.0 is earned for the most recent 12 credits taken at another accredited United States institution of higher education.

The decision of dismissal shall be automatically appealed to The Committee on Academic Probation and Dismissal. The Committee on Academic Probation and Dismissal may uphold the dismissal decision or may recommend reversal of the dismissal decision and may impose additional conditions for continuing registration. Students are limited to one appeal per semester and the committee's decision is binding and final.

### **GRIEVANCE PROCEDURE**

If a student has complaints about a course or an instructor, the first step is to speak with the instructor involved. If a satisfactory understanding cannot be reached, the student should make an appointment to see the department chair responsible for the specific course. If the matter remains unsolved after meeting with the department chair, an appeal may be made to the dean of the school offering the course. Providing supporting documentation regarding the matter is recommended.

### **POLICY FOR RECOMMENDING STUDENTS FOR CREDENTIALING AND EMPLOYMENT**

Faculty members may provide endorsement to candidates and alumni who have successfully completed the required coursework and field experience. Alumni requesting faculty endorsement should contact the school counseling department office to be connected to faculty members. A recommendation reflects a faculty member's familiarity and experience with the candidate's performance and demonstrated dispositions.



## DASA WORKSHOP

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New York State's Dignity for All Students Act (DASA) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. Effective December 31, 2013, all applicants for any NYSED Certification are required to complete six hours of coursework or training in this area. NYIT is an approved provider of this coursework and will be offering a 6-hour workshop: both as a 6-hours face-to-face or blended with 3 hours online and 3 hours face-to-face, as approved NYSED format.

Tuition: \$80 for 6 hour required course Registration: See website: <http://www.nyit.edu/education/dasa/>



## How to Apply for NYSED Educational Technology Specialist Certification

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1. Completion of DASA Workshop
2. Apply for NYIT graduation at NYIT Connect.
  - a. Official graduation dates are May 31, August 31, and December 31.
3. Apply for Educational Technology Specialist Certification through Institutional Pathway at NYSED TEACH <http://www.highered.nysed.gov/tcert/teach/>.
  - a. **The program code is 27783**
  - b. Pay the FEE
4. Send an e-mail to the Office of Field Placement and Certification at [lminaya@nyit.edu](mailto:lminaya@nyit.edu) or call at 516 686 7492 to request Institution Recommendation.
  - a. Institutional Recommendation will be verified after your submission of “Release Authorization for Teacher Certification Recommendation”.
5. You must apply for the Ed Tech Specialist certification FIRST before applying for professional certification in your initial area.
  - a. Otherwise the application for professional certification in your initial area does not recognize the master’s in instructional technology.
  - b. Even if you have no intentions of obtaining the Ed Tech Specialist certification, you must apply so that you are not required to take 12 additional credits in the area of your initial certification.
  - c. If you intend to obtain the Ed Tech Specialist certification, you should register for the Content Specialty Test at <http://www.nystce.nesinc.com/>.
    - i. The schedule and fees are listed at this site. The code for the Ed Tech Specialist certification exam is **071**.
    - ii. List NYIT School of Education for receiving a copy of your scores.
6. If you cannot complete the Master’s program before the expiration date of your initial certification, and you are fully matriculated and taking courses in the program, you can request that a 1- or 2-year extension letter.
  - a. Contact the Office of Field Placement and Certification at 516-686-7492 or email; [lminaya@nyit.edu](mailto:lminaya@nyit.edu) to request the necessary documentation for the extension request.
7. If these steps do not work for your application for the Ed Tech Specialist certification and professional certification in your initial area of certification, call 516.686.7492 or email [lminaya@nyit.edu](mailto:lminaya@nyit.edu) for additional assistant.

## SUPPORT SYSTEMS AND RESOURCES

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**Library Resources:** All students can access the NYIT virtual library from both on and off campus at [www.nyit.edu/library](http://www.nyit.edu/library). The same login you use to access NYIT e-mail and NYITConnect will also give you access to the library's resources from off campus.

On the left side of the library's home page, you will find the "Library Catalog" and the "Find Journals" sections. In the middle of the home page you will find "Research Guides;" select "Video Tutorials" to find information on using the library's resources and doing research.

Should you have any questions, please look under "Library Services" to submit a web-based "Ask-A-Librarian" form.

**Writing Center:** Provides tutorial assistance for all types of writing assignments and tasks. Old Westbury campus: 516.686.7557, Manhattan campus: 212.261.1577

**Health and Wellness:** NYIT's Counseling and Wellness Centers offer short-term counseling to NYIT students who may be experiencing personal, social, or academic concerns. Old Westbury campus: 516.686.7976, Manhattan campus: 212.261.1770

**Student Solutions Center:** The Student Solutions Center (SSC) is a one-stop resource where you can get answers to your questions, take care of your registration and financial needs, and learn more about all that NYIT has to offer. Our SSC managers are trained to look at students holistically, anticipating issues before they arise and making sure students always have the right information to keep their college career on track. Old Westbury campus: Harry Schure Hall, first floor. Manhattan campus: 16 W. 61st St, first floor Phone: 516.686.7878 (both NY campuses) E-mail: [askssc@nyit.edu](mailto:askssc@nyit.edu)



## **PROGRAM FACULTY**

### **School of Education**

Jess Boronico, Interim Dean, School of Education  
Shiang Kwei Wang, Associate Dean

### **NYIT Faculty**

Sarah McPherson, Chair Instructional Technology  
Jim Martinez, Assistant Professor  
Kate O'Hara, Assistant Professor  
Michael Uttendorfer, Associate Professor  
Stan Silverman, Professor and Director of Technology Based Learning Systems

### **Adjunct Faculty**

Martha Burnelle  
Minaz Fazal  
Mark Gura  
Barbara Knab  
Barbara King  
Luz Minaya  
Carole O'Neill  
Fabien Rivera  
Jared Rosoff  
Dennis Rowen  
Stephen Uzzo

### **School of Education Staff**

Kristen Schaefer, Administrative Assistant 516 686-7777 (Old Westbury)

Erin Fabian, Staff Associate 212 261-1529 (Manhattan)

