



TEXAS TECH UNIVERSITY  
College of Education™

# Instructional Technology

## *Application for Master's Program and Certification*

College of Education  
Graduate Education and Research  
Texas Tech University  
Box 41071  
Lubbock, TX 79409-1071  
(806) 742-1997  
Fax (806) 742-2197  
[www.educ.ttu.edu](http://www.educ.ttu.edu)

# Master of Education in Instructional Technology Program

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## Master's Admissions and Advisement Procedures

The Graduate School has three admission statuses, described briefly here. Official descriptions are in the current graduate catalog. The graduate admissions categories are: (1) Full admission to the Master's program in Instructional Technology (EDIT). (2) Graduate temporary (GTMP). Students may enroll as a "Graduate Temporary" (GTMP) graduate student for one semester while awaiting the GRE test results and (3) Post-Bac Teacher Certification program (CERT).

The College of Education (COE) has established a holistic approach to the admission process. If a student does not gain full admission within one semester, he or she will not be permitted to register for the second semester.

1. Apply through the Office of Graduate Admissions located in Holden Hall for "General Admission" to the Graduate School, online at <http://www.depts.ttu.edu/gradschool/admissions/How.php>. Read the *Graduate Catalog* of the University for admission requirements. A bachelor's degree from Texas Tech University or any other university does not guarantee admission to the master's program.
2. We strongly recommend applicants to take Graduate Record Examination (GRE), but GRE is not required for the application.
3. In addition, applicants whose native language is not English are required to take the TOFEL.
4. The standards for admission to the Instructional Technology Program go beyond those for admission to the Graduate School. Submit the following materials to the Office of Graduate Education and Research, College of Education, Box 41071, Lubbock, TX 79409 Phone: 806-742-1998 x 434.
  - a. Two (2) recommendation from individuals with knowledge of the applicant's potential for success in the master's degree program. You may use the form found in this handbook or have the individual write a letter of recommendation.
  - b. A 2-3 page personal statement detailing applicant's background, career goals, and rationale for seeking a master's in instructional technology.

**Notification of acceptance.** Student applications will be reviewed as files are completed. The program's recommendation regarding admission is forwarded to the Graduate School. The official letter of acceptance or rejection will be sent by the Office of Graduate Admissions.

**Appeal process.** Applicants who are not accepted into the Master's Program in Instructional Technology may appeal the Instructional Technology Program faculty's decision. The first level of appeal is to reapply to the program, addressing the program faculty's reasons for rejection, as delineated in the notification of the rejection letter. If an applicant is still rejected by the Instructional Technology Program faculty, the next level of appeal is the College of Education Graduate Academic Affairs Committee. In making an appeal to the Graduate Studies committee, the applicant must address the Instructional Technology Program faculty's reasons for rejection as defined in the previous letters. If the applicant's appeal is denied by the College of Education Graduate Academic Affairs Committee, there is no further recourse for admission.

### Advisement Procedures

All EDIT faculty are willing and able to provide advisement as needed by individual students. As it is helpful for students to have one advisor, the program coordinator will assign an advisor to each student. The student may request *in writing* to be assigned to a specific faculty advisor. Students may change advisors during their course of study by writing the program coordinator to request such a change.

The endorsement plan (for certification) and/or degree plan (for graduation) are the primary advisement tools. Both are completed early in the student's program, ideally in the first semester, and provide the listing of courses needed for graduation. The student is responsible for keeping the endorsement and/or degree plans updated and for bringing the plans to advisement sessions. Students need to file degree plan changes when necessary.

The student's advisor will provide other forms of guidance as requested by the student. This includes providing suggestions for preparing for the comprehensive evaluation.

# Certification Preparation Programs

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## Admission Criteria

Candidates must meet admission criteria for a certification program established by Texas Tech University and can be found at <http://www.educ.ttu.edu/student/admissions.html>. For information on initial certification visit <http://educgo.educ.ttu.edu/applications/educatorpreparation/>. To be accepted into the program, potential candidates must submit a formal application to the Graduate School office along with an application fee and provide the following evidence of qualification:

1. A bachelor's degree with a grade point average of 2.5 or approval of the EDIT program.
2. An official copy of all college transcripts.

The following application materials must be submitted to the EDIT program for review and approval:

1. Evidence that applicant is actively pursuing a teaching certificate through an approved program or Photocopy of current Texas teaching certificate.
2. Documented evidence of prerequisite technology skills by submitting a portfolio of sample works demonstrating skills in technology application for teaching.
3. Two letters of recommendation.

Those interested will be required to submit all application materials as outlined in the Admission Criteria to the following address:

Texas Tech University  
College of Education  
Educational & Instructional Technology  
P.O. Box 41071  
Lubbock, Texas 79409

# The Master Technology Teacher (MTT)

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## Admission Criteria

Candidates must meet admission criteria for a graduate program established by Texas Tech University and can be found at <http://www.depts.ttu.edu/gradschool/Prospect.php>. To be accepted into the program, potential MTT candidates must submit a formal application to the Graduate School office along with an application fee and provide the following evidence of qualification:

1. A bachelor's degree with a grade point average of 2.5 or approval of the EDIT program.
2. An official copy of all college transcripts.

The following requirements must be submitted to the EDIT program for review and approval:

1. A Technology Applications or Technology Education teaching certificate or a teaching certificate with at least 3 years teaching experience.
2. Documented evidence of prerequisite technology skills by submitting a portfolio of sample works demonstrating skills in technology application for teaching.
3. Professional Statement from the applicant that includes:
  - a. Qualifications for Master Technology Teacher
  - b. Professional goals and personal goals
  - c. Philosophy of teaching with technology
  - d. Professional development experiences
  - e. Qualifications for assuming a peer mentoring role
  - f. Commitment to teaching students from diverse backgrounds
4. Two letters of recommendation from school district administrators.
5. Photocopy of current Texas teaching certificate.

Those interested will be required to submit all application materials as outlined in the Admission Criteria to the following address:

Texas Tech University  
College of Education  
Educational & Instructional Technology  
P.O. Box 41071  
Lubbock, Texas 79409

## Application Materials for all Programs

### Steps in Application Process

- Contact one of the program faculty for advisement in the master's degree admissions process
- Submit the Application for Admission to the Graduate School of Texas Tech University to the Graduate School (03 Holden Hall)
- International students: Submit Test of English as a Foreign Language (TOEFL) score to the Graduate School
- Submit official transcripts of all college work to the Graduate School
- Submit acknowledgement form, resume and applicant statement, to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Lubbock, Texas 79409-1071

- ❑ Submit 2 recommendation forms (see attached form) to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Lubbock, Texas 79409-1071
- ❑ IF YOU RECEIVE AN OFFICIAL LETTER OF ADMISSION from the Graduate School, develop the Program for Master's Degree (degree plan) with your faculty advisor, who will also advise you on course selection and registration.
- ❑ IF YOU RECEIVE A REJECTION LETTER from the Graduate School, contact the Associate Dean of Graduate Education and Research (806) 742-1998 x 447 (Ed. 110A) for advisement regarding the admissions appeals process.

**Master of Education Degree in Instructional Technology**  
**Texas Tech University College of Education**  
**Recommendation Form**

**To the applicant:** Complete the information requested below and give this form to the person serving as a reference along with a stamped envelope addressed to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Lubbock, TX 79409. Sign the waiver below if you want the recommender's comments to remain confidential.

Applicant's Name: \_\_\_\_\_  
Last First Middle

Recommender's Name: \_\_\_\_\_  
Last First Middle

I waive my rights to ever see this form and any supplementary notes or letters.

\_\_\_\_\_

Signature Date

**Applicant: Do Not Write Below This Line**

**To the recommender:** The person named above is applying for admission to the graduate program in Instructional Technology at Texas Tech University. We would appreciate having your appraisal of the applicant's qualifications for graduate work. Please respond on this form and attach an additional letter if desired. Thank you for your assistance.

1. How long have you known the applicant? \_\_\_\_\_
2. How well do you know the applicant?     casually     fairly well     very well
3. In what capacity have you known the applicant? \_\_\_\_\_

4. Please rate the applicant on the characteristics shown below, by marking an X along the line to indicate your assessment. Indicate below to whom you are comparing the applicant.  
 undergraduates     master's level students     doctoral level students

	Weak	Strong	Can't Judge
	0   10   20   30   40   50   60   70   80   90   100		
a. Capacity for analytical thinking	_____		_____
b. Dependability	_____		_____
c. Motivation and enthusiasm	_____		_____
d. Organizational ability	_____		_____
e. Ability to work cooperatively	_____		_____
f. Communication capabilities (speech and grammar)	_____		_____
g. Instructional technology know/skills	_____		_____

5. Do you have knowledge of the applicant ever behaving in an unethical or unprofessional manner?

Yes       No      If yes, please explain in #6 below

6. Write a few sentences describing the applicant's potential to successfully complete a program of study in Instructional Technology and become a leader in the profession once the degree is completed. Statements about the candidate's potential in the field of instructional technology including teaching and program direction are particularly important.

7. If you alone were making the decision to accept this applicant as a graduate student, which of the following would best describe your decision?

- Recruit – will be a truly outstanding student and professional
- Definitely accept – will complete the degree at a superior level
- Accept – will complete the degree at an adequate level
- Accept – with reservations
- Do not accept (please explain in #6 above)

**Please return the completed recommendation form promptly.  
The application will be not reviewed until all recommendations are received.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Thank you for your assistance.**

Please return this form in the envelope provided to:  
Associate Dean for Graduate Education and Research  
College of Education  
Box 41071  
Lubbock, Texas 79409-1071



- Two Recommendation Forms

Date: \_\_\_\_\_

## Faculty

Steven Crooks, Ph.D.  
Program Coordinator  
Associate Professor  
Ed. 264  
806-742-1997 x 297  
Steven.crooks@ttu.edu

Fethi A. Inan, Ed.D.  
Assistant Professor  
Ed. 267  
806-742-1997 x322  
fethi.inan@ttu.edu

David White, Ed.D.  
Instructor  
Ed. 366  
806-742-1997 x294  
david.white@ttu.edu

Nancy Maushak, Ph.D.  
Associate Professor  
Ed. 266  
806-742-1997 x 287  
nancy.maushak@ttu.edu

Jongpil Cheon, Ed.D.  
Assistant Professor  
Ed. 265  
806-742-1997 x 232  
jongpil.cheon@ttu.edu

Teresa Blodgett, MLS, M.Ed. (ABD Ed.D.)  
Instructor  
Ed. 366  
806-742-1997 x294  
Teresa.blodgett@ttu.edu

