

## Steps to your degree completion

### 1. Attend the ITLS Orientation (ITLS 6300)

Attend and actively participate in the ITLS Orientation. If you need additional advising throughout your program, please take advantage of the contact information (pgs 2 & 3) to contact Sheri or other ITLS faculty members.

Date Completed \_\_\_\_\_

### 2. Create an Initial Program of Study (PoS) in DegreeWorks during orientation

An approved Program of Study is the official agreement that the courses listed therein will fulfill the requirements for the USU ITLS degree program you are admitted in. Consult the planning sheets in the Appendix and work with the faculty advisor (Sheri Haderlie) to create your proposed program of study [in DegreeWorks] with what you see as your timetable for the degree. As you progress through the program, you are responsible to see that it is kept current. Interim and final approval of your PoS comes from your committee chair. The faculty advisor (Sheri) can submit your Program of Study, with necessary signatures, to the School of Graduate Studies at the appropriate time. \*\*Note that any amendments to the submitted and approved Program of Study require a memo to the School of Graduate Studies from your Graduate Committee Chair.

Date Completed \_\_\_\_\_



### 3. Register for Courses each Semester and Complete the Required Coursework

Register each semester according to your proposed or revised Program of Study. If there are changes necessary, please work with the faculty advisor or your chair. Registration should be taken care of online in Banner/Access or through your local USU RCDE Center (pg 5). Check the USU registration calendar for dates. Complete the required coursework each semester with a C grade or higher. You must maintain a minimum GPA of 3.0 throughout the program to avoid probation or suspension.

Date Completed \_\_\_\_\_

### 4. Choose & 'Meet' with your Graduate Committee Chairperson (chair)

Masters level: You must choose a Graduate Committee Chairperson (chair). We suggest you do this **before** the beginning of your second to last semester. You were assigned a temporary chair when you were admitted into the program. If you do not manually change that, your temporary chair will become your permanent chair. You will very likely not have had all ITLS faculty as course instructors yet, so you will need to **be proactive** in finding a faculty member you want to work with. You should expect to offer a prospectus of your culminating experience to potential faculty chairs. Once a faculty member agrees to be your chair (if you are changing from your temporarily assigned chair), inform the program advisor (currently Sheri Haderlie).

Doctoral level: You must choose a Graduate Committee Chairperson (chair). We suggest you do this by the end of your second semester. Work closely with your committee chair to form your PhD five member committee. At least three members must be from the ITLS department, including the committee chair. The signatures of all five committee members are required on your program of study.

Date Completed \_\_\_\_\_

## Instructional Technology & Learning Sciences

The remaining steps are for masters level.\*\* Doctoral students should work closely with their chair and committee to complete the PhD program. Also consult the PhD Handbook available on the ITLS website.

[https://itls.usu.edu/files/forms/PhD\\_Handbook\\_2017\\_9\\_27.pdf](https://itls.usu.edu/files/forms/PhD_Handbook_2017_9_27.pdf)

### 5. Prepare a proposal for your Culminating Experience

Prepare a proposal, following the approved style, for your culminating experience. Be sure to include a timeline in your proposal. Take the proposal to your chair and discuss your plan. When your chair approves the proposal, obtain their signature and turn in a copy of the approved proposal to the department staff assistant for your permanent file. No project or internship should be started until the proposal is approved and signed. The “Creative Project Handbook” or “Internship Handbook” can found on the ITLS department website. If you are doing a Practicum (ITLS 6090 or ITLS 6195) as your culminating experience, information will be available in your preceding coursework.

Date completed \_\_\_\_\_

### 6. Complete your Culminating Experience

Typically this is completed your final semester, although because of faculty being on 9-month contracts, many of you may choose to do this your second to last semester. The culminating experience can be a creative project (ITLS 6960), an internship (ITLS 6940), or the practicum for your emphasis (ITLS 6090 or ITLS 6195). Stay in close contact with your chair and follow the creative project or internship requirements for your creative project or internship. If doing a practicum, work closely with the emphasis practicum advisor.

Date completed \_\_\_\_\_

### 7. Submit a Project/Internship/Practicum Summary

Prepare a 4 to 6 page summary following the outline provided in the “Creative Project Handbook” or “Internship Handbook”, or following your practicum guidelines. Submit this to your chair. It will be included in your permanent file.

Date completed \_\_\_\_\_

### 8. Work closely with the ITLS office assistant (currently Janet) to complete exit paperwork with the ITLS department and the School of Graduate Studies

Each semester an email goes out on the listserv for all those who will be graduating to work with the main office (currently Janet) to get all final paperwork completed. Ultimately, though, you are responsible to make sure all requirements and deadlines are met.

Date completed \_\_\_\_\_

### 9. Complete and Return Graduation Forms

Complete all graduation forms from the School of Graduate Studies and pay the graduation fee. Check the information sent with the forms for the specific date.

Date completed \_\_\_\_\_

\*\*PLEASE NOTE THAT THE “MS-PLAN A” OPTION REQUIRES ADDITIONAL STEPS. PLEASE CAREFULLY REVIEW THE REQUIREMENTS IN THE USU GENERAL CATALOG.

[<http://catalog.usu.edu/>]

