UAB SCHOOL OF EDUCATION

The University of Alabama at Birmingham

Master of Science in Instructional Design and Development

2023-2024 Handbook

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SECTION 1.0 GENERAL INFORMATION

1.1 Policy Statement Regarding Handbook

Procedures stated in this handbook require continuing evaluation, review, and approval by appropriate University and School of Education (SOE) officials. All statements contained herein reflect policies in existence at the time this handbook went to press; the University and SOE reserve the right to change policies at any time and without prior notice. This handbook follows the university's policies and procedures unless noted. These policies and procedures do not constitute a contract but rather to establish priorities and precedent.

This handbook is also not inclusive of all policies and procedures at UAB. It is the student's responsibility to refer to the Graduate School website for further policy statements.

1.2 Communication

Please remember to check your UAB email on a regular basis. IDD program-related emails will only be communicated through your UAB account. If you have set-up your email to forward to a non-UAB email, please be aware that due to FERPA, some emails will not forward. Students are responsible for content that is covered in the emails.

1.3 Advising

Each student should contact the Program Coordinator to receive a progress report. The progress report will list the grades for completed classes and any advising notes from the Program Coordinator.

1.4 Student Resources

Faculty and staff members at UAB are committed to connecting you to resources on campus. Some of these available resources include:

UAB Library: While at UAB, graduate students will be able to access library resources online. Contact information for the library can be found at: https://library.uab.edu/about/contact

UAB Bookstore: The IDD program has been revised to no longer require any textbooks.

Canvas: Canvas is the UAB Learning Management System (LMS) where all IDD courses will be administered.

Students with Disabilities: UAB Disability Support Services (DSS) provides an accessible university experience through collaboration with UAB partners. These partnerships create a campus where individuals with disabilities have equal access to programs, activities, and opportunities by identifying and removing barriers, providing individualized services, and facilitating accommodations.

DSS serves as the university-appointed office charged with providing institution-wide advisement, consultation, and training on disability-related topics, which include legal and regulatory compliance, universal design, and disability scholarship. Call 205-934-4205 or email dss@uab.edu Also see: https://www.uab.edu/students/disability/

UAB Counseling Services: Student Counseling Services offers students of all backgrounds, races, religious beliefs, sexual orientations, gender identities, abilities, ethnicities, and cultures a safe place to discuss and resolve issues that interfere with personal and academic goals. We recognize and honor the complex intersectionality of all aspects of a person's identity and presenting concerns. Call 205-934-5816 Also see: https://www.uab.edu/students/counseling/

The Master of Science in Instructional Design and Development program prepares students to effectively design, develop, and evaluate learning in a variety of environments such as healthcare, business, government, and higher education. You'll learn about systematic learning experience design, theories of learning and cognition, multimedia design and development, and have an opportunity to apply this in our practicum.

The UAB Master of Science in Instructional Design and Development program is not designed as a teacher certification pathway. The program focuses on corporate, informal, and higher education learning and development positions.

The Master of Science degree in Instructional Design and Development requires the completion of 30 credit hours of coursework, a portfolio, and a portfolio defense. The program has been created on a cohort-based model. Therefore, course rotations are limited and continuous enrollment in Fall, Spring, and Summer semesters are required. Students who do not maintain continuous enrollment may lengthen their time to completion.

Continuous enrollment policy
If you withdraw from a class during any given semester, you are still considered enrolled for that semester. After that, students have one year (3 semesters) of inactivity before their record goes inactive and they must reapply to the program.

2.1 Admissions Requirements (as of Fall 2021)
To be considered for acceptance, applicants must meet the following requirements for admission to the MS in Instructional Design and Development program:
1. Completed application through UAB's Graduate School
2. Completed undergraduate degree (any major)
2. An official copy of all transcripts from a regionally-accredited institution
3. GPA of at least 2.5 on a 4.0 scale
4. Written response to provided prompt
5. Two (2) letters of recommendation
6. Resume/CV

Note: Meeting the above requirements does not ensure admission into the program. When making a decision about each applicant, the Admissions Committee will also consider the likelihood of your success in graduate school and for employment upon graduation.

2.2 Graduation Requirements
In order to successfully complete the program, the following is required:

1. Required courses
2. Oral portfolio defense
3. Practicum
4. Portfolio

2.2.1 Oral portfolio defense
An oral portfolio defense will be administered during the student's final semester in the program. The Program Coordinator will be evaluating the student's ability to apply theory-to-practice. Portfolio defense times will be scheduled on a pre-determined date and time.

2.2.2 Practicum
Students must complete at least 6 credit hours of program coursework prior to enrolling in the practicum.

2.2.3 Portfolio
Students must submit a digital portfolio for review during their final semester of the program. The Program Coordinator will review the portfolio.

An opportunity to re-submit the portfolio later in the same semester will be offered. However, if the student does not pass the portfolio review for the second time, they will be dismissed from the program.

2.3 Application for Graduate Degree
The Office of Student Services in the School of Education reviews applications for degrees before submitting them to the Graduate School.

Note: The School of Education has an earlier deadline than the Graduate School. Please follow the deadlines below (not the deadlines listed on the Graduate School website).

If you plan to graduate at the end of the:	The application is due:
Fall Semester	July 1
Spring Semester	November 1
Summer Semester	April 1

To apply for graduation, please submit the Application for Graduate Degree form at the following link: https://uab.edu/graduate/students/current-students/academic-policies-progress/forms

The courses listed below are found within the MS of Instructional Design and Development program.

IDD 600 Trends and Issues in Instructional Design (3 credit hours): This course defines the field of instructional design and learning design by exploring its history, current trends and future issues in the field. The course provides insights from leaders in the field, case studies on instructional design in different fields, and interactive activities on the systematic approaches to instructional design.

IDD 610 Instructional Design (3 credit hours): Instructional Design is a project-based course that includes step-by-step strategies to create learning experiences using design models, instructional strategies, and technology applications. Learners will study the processes of analysis, design, development, implementation, and evaluation in order to apply real-world learning experience design solutions to instructional challenges.

IDD 620 Universal Differential Instructional Design and Development (3 credit hours): This course gives students an experience in research-based learning design methods and alternative assessment strategies designed to meet the varied instructional needs and preferences of all learners in today's educational environments.

IDD 630 Performance Systems Technology (3 credit hours): This course provides students with practical methods of analyzing and solving human performance problems with an emphasis on development of both non-instructional and instructional interventions. An overview of concepts and current issues related to the design and development of learning and performance systems at the macro-level is also provided, allowing learners to explore learning and performance from a broad organizational perspective,

IDD 640 Learning, Cognition, and Instructional Design and Development (3 credit hours): This course surveys the learning sciences literature that is especially relevant for instructional designers. The course covers major theoretical perspectives in the learning sciences and has students read original empirical research. The goal is to prepare IDD students to utilize learning sciences literature in their careers.

IDD 650 Alternate Instructional Design and Development Models (3 credit hours): This course affords students the opportunity to apply a variety of well-established and emerging learning design and development models.

IDD 660 Assessment and Evaluation in Instructional Design and Development (3 credit hours): Students will learn how to assess human attitudes, knowledge and performance, analyze practical data, and evaluate learning and human performance programs.

IDD 670 Multimedia Design and Development for Instruction and Training (3 credit hours): This course will present techniques for the integration of learning design theory and practice with the current and emerging delivery systems. Students will develop skills and explore software necessary to develop and produce an original interactive learning product.

IDD 680 Instructional Design and Development Elective (3 credit hours): Content will be diversified opportunities to take advantage of specific areas of expertise of faculty, availability of experts in areas not covered in other course work, or original projects that become available.

IDD 690 Research Practicum (3 credit hours): The research practicum is a supervised learning experience in an actual or similar setting to that which instructional designers, learning experience designers, and learning scientists are employed. *Pre-requisites: 6 credit hours of IDD coursework.*

SECTION 4.0 GRADUATE SCHOOL POLICIES (2020-21 CATALOG)

Note: For any policy information not listed here, please refer to the Graduate School catalog.

4.1 Academic Honor Code
Violations of the UAB Academic Honor Code are punishable by a range of penalties, from receiving a failing grade on an assignment to an F in the course to dismissal. Any course grade of F for academic misconduct supersedes any other grade or notation for that class. Withdrawal from a course while a possible violation of the Academic Honor Code is under review will not preclude the assignment of a course grade that appropriately reflects the student's performance prior to withdrawal if the violation is substantiated. Also see:
http://catalog.uab.edu/graduate/academicprogress/#academicethicsandmisconducttext

4.2 Academic Standing
It is critically important that graduate students at UAB understand both the Graduate School and their program's academic standing policy and that they are aware of their own academic standing at all times. For a student to maintain good academic standing in the Graduate School, they must maintain a cumulative grade point average (GPA) of at least 3.0 (B average) and an overall satisfactory performance on pass/not pass courses. Satisfactory performance on pass/not pass courses is defined as earning at least as many hours of P as of NP grades.

A degree-seeking or non-degree-seeking graduate student, who, at the end of any semester, fails to meet the criteria to maintain good academic standing will be placed on academic probation. Students on academic probation must re-establish good academic standing within the next two semesters during which they are enrolled at UAB. Failure to reestablish good academic standing at the end of their second term of enrollment while on academic probation will result in academic dismissal from the UAB Graduate School. Also see:
http://catalog.uab.edu/graduate/academicprogress/#text

4.3 Incomplete Policy
The temporary notation of "I" (incomplete) may be reported at the discretion of the instructor to indicate that a student has performed satisfactorily in a course but, due to unforeseen circumstances, has been unable to finish all course requirements. An incomplete is never given to enable a student to raise a deficient grade. This notation should not be used unless there is reasonable certainty that the requirements will be completed during the following semester because, at the end of the next semester, the incomplete automatically changes to an F if it has not been replaced with a letter grade. In highly unusual circumstances, a student may request an extension of time to complete the requirements. This request must be submitted in writing in advance of the time when the grade automatically changes to an F because the approval of the instructor, graduate program director, and the Graduate School are all required. Also see:
http://catalog.uab.edu/graduate/academicprogress/#text

4.4 Grade Changes
Final grades for an "I" (incomplete) should be submitted no later than the grade submission deadline of the semester after the notation was originally awarded; Incomplete grades not changed by that time will convert to Fs. In general, grades submitted by graduate faculty members are not subject to change by reason of revision of the teacher's judgment; nor are submitted grades to be revised on the basis of a second trial (e.g., a new examination or additional work undertaken or completed). Grade changes submitted in order to correct an error in computation or transcription must be made within two semesters after the grades were originally submitted. These grade changes must be submitted via BlazerNET and require the faculty member's statement as to the reason for the change, the approval of the department head, and the approval of the dean of the school in which the course is taught. Also see: http://catalog.uab.edu/graduate/academicprogress/#text

4.5 Repeated Courses
Graduate students may repeat a course one (1) time in an effort to improve grades and/or to improve understanding of the course content only with the permission of the graduate program. All courses taken and all grades earned are permanently recorded on the student's transcript. Both grades will also be calculated in the student's GPA unless the Grade Replacement policy is applied; however, a student is only able to earn credit hours for the same class one time. Students wishing to repeat a course more than one time should seek approval of both their program director and the Graduate School. **Graduate programs may choose to not allow students to repeat courses**. Also see:
http://catalog.uab.edu/graduate/academicprogress/#text

4.6 Time Limitations
Graduate students are generally expected to complete all degree requirements within **5 years of matriculation for master's students**. One extension of these time limits can be requested when mitigating circumstances preclude completion of requirements within the time limit. The request for an extension must include a written and signed completion plan outlining the timeline for degree completion. Instructions for preparing a completion plan are available on the Graduate School website at http://www.uab.edu/graduate/graduate-school-quicklinks/online-forms. Time limit extension requests require the approval of the student's dissertation committee (if applicable) as well as graduate program director and must be presented in writing to the Dean of the Graduate School for consideration and approval. **Masters courses taken more than 5 years before graduation will not be applied toward a degree without the approval of the graduate program director and Graduate Dean.** Also see: http://catalog.uab.edu/graduate/academicprogress/#text

4.7 Withdrawal from Courses
Graduate students are expected to complete courses for which they have registered unless unusual and unforeseen circumstances require withdrawal. The procedures for withdrawal are specified on BlazerNET. **Mere cessation of class attendance does not constitute withdrawal, either academically or for tuition purposes**. Students who wish to withdraw from a class or classes after the drop/add period must proceed with the withdrawal in BlazerNET no later than

the last day to withdraw for the semester, which is denoted on the Academic Calendar at www.uab.edu/students/academics/academic-calendar. If a student follows the appropriate procedures to withdraw in BlazerNET, a grade of "W" will be entered on the transcript. Withdrawal from a course after the withdrawal deadline requires an academic appeal, which can be obtained online at www.uab.edu/graduate/online-forms, signed add/drop form, and documentation of extenuating circumstances. Also see: http://catalog.uab.edu/graduate/enrollment/#text

4.8 Leave of Absence

A graduate student experiencing extenuating circumstances may request a leave of academic absence for up to one (1) academic year. The Request for Leave of Academic Absence form can be found at the Graduate School Web site at www.uab.edu/graduate/online-forms and requires approval by the student's graduate program director and the Graduate School. Leave of Absences are term-based and students' records will only be updated with a leave of absence status in a term in which they were not registered. If a student is receiving funding and fails to meet the requirements of their assistantship, their stipend can be ended at any time throughout the semester. Also see: http://catalog.uab.edu/graduate/enrollment/#text

4.9 Withdrawal from the UAB Graduate School

Students who wish to withdraw from the University of Alabama at Birmingham must submit a written request to the Graduate School expressing their intent to withdraw. Also see: http://catalog.uab.edu/graduate/enrollment/#text