MASTERS HANDBOOK

Instructional Systems & Learning Technologies Program

Academic Year 2023-2024

Department of Educational Psychology and Learning Systems

College of Education, Florida State University

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CONTENTS

ISLT MS Handbook   Academic Year 2023-2024   rev. July 2022

1

ISLT MS Handbook   Academic Year 2023-2024   rev. July 2022

2

The policies identified in this document are to be construed in light of existing University policies and with deference to the requirements imposed on graduate education by the University, the Board of Trustees of Florida State University, and the Governing Board of the State University System of Florida. The information outlined is subject to change and students should be alert to announced revisions required by the faculty of the program, the department, College, and University.

ISLT MS Handbook   Academic Year 2023-2024   rev. July 2022

3

SECTION 1:
ABOUT THE PROGRAM

ISLT MS Handbook   Academic Year 2023-2024   rev. July 2022

4

OVERVIEW

The field of Instructional Systems & Learning Technologies is concerned with the processes for creating effective, efficient, and engaging learning environments and with the improvement of educational and training programs through the application of research and technology.

This area of specialization incorporates principles from numerous disciplines including education, psychology, communications, and management with the practical aim of improving instruction, learning, and performance. The Florida State University Instructional Systems & Learning Technologies (ISLT) Program is distinctive in that it also provides you with the opportunity to learn the principles and practices of Human Performance Technology, which affords you an expanded set of employment opportunities. This area of professional practice provides a broad perspective on the identification of various causes of human performance problems and the kinds of improvement strategies that are available in addition to programs of instruction, training, and education. More information on the FSU ISLT program can be found at the ISLT webpage: education.fsu.edu/islt.

The ISLT Masters of Science is available both online and on campus.

GRADUATE BULLETIN

The FSU Graduate Bulletin is a complete collection of all applicable policies and procedures that apply to students at FSU. You can access the FSU Graduate Bulletin online at https://registrar.fsu.edu/archive/bulletin/graduate/ or in PDF format. All policies in the Graduate Bulletin apply to graduate students in the program.

PROGRAM GOALS

The Instructional Systems and Learning Technology Master of Science (ISLT-MS) program at Florida State University is competency-based. Objectives, instruction, assessments, and other experiences are based on these competencies. The skills are also used by students in the ISLT-MS program when generating a performance portfolio.

- Communication Skills
  - Communicate effectively in written, oral, and visual formats.
  - Produce clear, concise and grammatically correct messages.
  - Produce visuals that adhere to the principles of message design.
  - Deliver effective and engaging presentations.
  - Facilitate meetings to achieve agenda and goals.
  - Use appropriate tools to communicate with learners, clients, and other stakeholders.
  - Apply effective questioning and facilitation techniques.
  - Practice active listening.
- Analysis Skills
  - Analyze learning and performance problems to recommend appropriate solutions.

ISLT MS Handbook   Academic Year 2023-2024   rev. July 2022

5

- Use a variety of analysis practices such as performance system analysis, needs assessment, goal, task, learner, and context analysis.
- Use appropriate data collection methods and tools to conduct analyses.
- Determine subordinate and prerequisite knowledge and skills.
- Analyze content from a variety of human and non-human sources.
- Use analytics to address learning and performance questions.
- Estimate costs and benefits for proposed solutions.
- Write analysis reports and disseminate findings to stakeholders.
- Design Skills
  - Apply learning theory and systems thinking to design practice.
  - Design interventions to address learning and performance.
  - Design a curriculum, program, or learning solution.
  - Work with subject-matter experts and other team members to design interventions.
  - Align outcomes, strategies, and assessments.
  - Generate appropriate instructional strategies and activities.
  - Apply interaction design principles.
  - Design assessments to measure learning and performance.
  - Identify the scope and sequence for instructional solutions.
  - Use visual design principles appropriately.
  - Generate design documents and disseminate findings to stakeholders.
  - Select, modify or create effective design models.
  - Provide a rationale for design decisions.
- Technology and Media Skills
  - Select and use appropriate technology and media for specific outcomes.
  - Develop instructional materials using a variety of media (e.g., print, audio-visual, multimedia).
  - Develop and use web-based instruction, e-learning, social media, and content management tools.
  - Analyze the characteristics of existing and emerging technology.
  - Use technology correctly for professional communication purposes.
  - Use technology tools in the design process.
  - Analyze the cost and benefit of technology and media use.
  - Provide a rationale for technology and media decisions.
- Evaluation and Research Skills
  - Design and develop formative and summative evaluation plans.
  - Conduct a formative evaluation of an instructional intervention.
  - Write a proposal for a program evaluation.
  - Apply appropriate qualitative and quantitative data collection methods.
  - Construct valid & reliable data collection tools.
  - Collect, analyze, and summarize data.
  - Develop a communication, implementation, and monitoring plan.
  - Manage the evaluation process.
  - Generate evaluation reports and disseminate findings to stakeholders.
  - Provide a rationale for evaluation decisions.
- Management Skills
  - Develop a management plan.

ISLT MS Handbook   Academic Year 2023-2024   rev. July 2022

6

- o Generate a budget.
- o Allocate resources.
- o Establish project scope and goals.
- o Write proposals to obtain resources.
- o Identify and resolve management issues.
- o Manage project personnel.
- o Collaborate with team members, clients, and stakeholders.
- o Use appropriate management tools.
- Personal & Interpersonal Skills
  - o Collaborate effectively with others.
  - o Give and receive constructive feedback.
  - o Build positive relationships with team members, clients, and other stakeholders
  - o Recognize and accommodate individual and cultural differences.
  - o Adhere to legal guidelines and ethical standards of the profession.
  - o Stay current about advances in instructional systems and learning technology

Program Faculty & Staff

FULL-TIME FACULTY

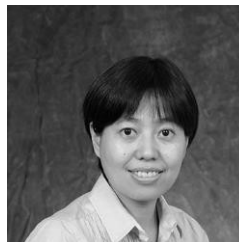| Faculty Member	Contact Information	Faculty Member	Contact Information
	Dr. Kerry Burner Masters Program Coordinator (850) 645-1288 Teaching Faculty II kburner@campus.fsu.edu		Dr. Secil Caskurlu Assistant Professor 2304B Stone Building (850) scaskurlu@fsu.edu
	Dr. Vanessa Dennen ISLT Program Coordinator, Ed.D. Coordinator Professor 3205H Stone Building (850) 644-8783 vdennen@admin.fsu.edu		Dr. Allan Jeong Certificate Coordinator Associate Professor 3205E Stone Building (850) 644-8784 ajeong@admin.fsu.edu
	Dr. Kadir Kozan Assistant Professor *Contact information available Fall 2023*		Dr. Fengfeng Ke Professor 3205F Stone Building (850) 644-8794 fke@admin.fsu.edu

ISLT MS Handbook   Academic Year 2023-2024   rev. July 2022

7

Faculty Member	Contact Information	Faculty Member	Contact Information
	Dr. James D. Klein EPLS Chair Professor 3206N Stone Building (850) 644-8789 jklein@fsu.edu		Dr. Bret Staudt Willet Assistant Professor Ph.D. Coordinator 3205G Stone Building (850) 644-8785 Bret.StaudtWillet@fsu.edu

PROGRAM STAFF

Staff Member	Contact Information	Staff Member	Contact Information
	Bryan Richards Sr. Administrative Specialist 3210A Stone Building (850) 645-7976 brichards@fsu.edu		Jennifer Walsh Academic Program Specialist 3210E Stone Building (850) 644-8780 jnwalsh@fsu.edu

Office of Academic Services and Intern Support (OASIS)

OASIS serves as the representative office for the academic dean of the College of Education, assisting graduate students in the steps and milestones required to achieve degree completion. OASIS maintains records for College of Education students, including all paperwork related to graduate study. OASIS serves as the primary liaison between prospective and current graduate students in the College of Education and the University Office of Admissions, the Office of the Registrar, the Center for Global Engagement and The Graduate School. OASIS staff members also assist the educator preparation programs throughout the University to coordinate internship placements and field-based experiences with PK-12 schools and students.

OASIS utilizes a graduate student email listserv to inform students of important dates and deadlines and other academic opportunities. Per the University Graduate Bulletin, the official method of communication at Florida State University is the FSU student e-mail account. In order to stay informed and aware, students are required to set up and maintain their account and check it three times per week. If a student chooses to have the official FSU account forwarded to another e-mail account, the student is still held responsible for all information distributed by the University to the FSU account.

OASIS STAFF CONTACTS

Co-Director for Graduate Studies	Academic Support Assistant	Administrative Associate
Lisa Beverly 2301 Stone Building	Bernadine Thompson 2301 Stone Building	Kerry Behnke 1107 Stone Building

ISLT MS Handbook   Academic Year 2023-2024   rev. July 2022

8

Co-Director for Graduate Studies	Academic Support Assistant	Administrative Associate
(850) 644-7914 lbeverly@fsu.edu	(850) 644-7913 bathompson@fsu.edu	(850) 645-8382 kbehnke@fsu.edu

2301 Stone Building, (850) 644-3760
Office Hours: Monday – Friday, 8:00 AM – 5:00 PM
http://education.fsu.edu/student-resources/student-academic-services-oasis

Instructional Systems Student Association

The Instructional Systems Student Association (ISSA) is an organization comprised of students, faculty, and alumni of the Instructional Systems program offered by the College of Education at Florida State University. They are dedicated to promoting communication and teamwork among students, alumni, faculty, and staff. Their goals are to enhance the academic and professional development of the IS community and to increase the local and global visibility of the program.

All ISLT Masters students are automatically granted membership in ISSA, even if you attend part-time, online, or face-to-face.

CONTACT INFORMATION

Address: 1114 W. Call Street, Tallahassee, FL 32306

Email: flstate.issa@gmail.com

Phone: 850-644-8784

ISLT MS Handbook   Academic Year 2023-2024   rev. July 2022

9

SECTION 2: ACADEMIC CURRICULUM

ISLT MS Handbook   Academic Year 2023-2024   rev. July 2022

10

Advising

The MS Program Coordinator, Kerry Burner, will serve as the Initial Academic Advisor for all students. You will be assigned a permanent Advisor your first semester of classes. The Academic Advisor is your primary contact and will assist with the following:

- Course scheduling
- Course or program questions
- Career goals
- Personal concerns
- Academic resources
- Other general topics

Program of Study

The Program of Study (POS) form is a plan for what courses a student will take to earn the degree. The form is specific to the MS and does not reflect any additional certificates that a student may be earning simultaneously. The POS must be filed with OASIS before a student has completed 12 credit hours.

MS Degree Requirements

The Master of Science degree in Instructional Systems & Learning Technologies requires the completion of 36 credit hours of course work, an internship, and a portfolio. Course content focuses on instructional design and development, learning theory, inquiry and measurement, evaluation, performance improvement and emerging technologies. Students apply their knowledge to real world problems. You can complete all degree requirements in two years by enrolling in a minimum of six credit hours in each of six consecutive semesters (fall, spring and summer).

REQUIRED COURSES (21 CREDIT HOURS – SIX CLASSES + INTERNSHIP):

- EME 5601 Introduction to Instructional Systems and Learning Technologies (3)
- EME 5603 Introduction to Systematic Instructional Design (3)
- EME 5608 Trends and Issues in Instructional Design (3)
- EME 5602 Technology and Design (3)
- EDP 5216 Theories of Learning and Cognition in Instruction (3)
- EDF 5442 Inquiry and Measurement (3)
- EDF 5942 Field Lab Internship (3)
- EDF 8966 Comprehensive Examination: Professional Portfolio (0)
  - Must be completed during your last semester of coursework.

ELECTIVES (15 CREDIT HOURS):

A minimum of 15 credit hours of electives relevant to Instructional Systems and Learning Technologies are required. Electives courses may count toward the completion of a graduate certificate in either human

ISLT MS Handbook   Academic Year 2023-2024   rev. July 2022

11

performance technology or online instructional development. See "Certificates" for more information.

Certificates

Three certificates are available through the ISLT program: Human Performance Technology (HPT), Instructional Design and Technology (IDT), and Online Teaching and Learning (OTL). Each certificate has a 15 credit hour load. Courses from one certificate may be taken as electives in the MS program to earn one certificate and the MS simultaneously with no additional fees or time. Earning more than one certificate with the MS requires additional course work.

Before completing two courses in any certificate, you must submit the Certificate Admissions Form. (See hyperlinks below for each certificate.)

After all certificate coursework is completed, you must submit the Certificate Completion Form. (See hyperlinks below for each certificate.) Completion forms will be forwarded for processing and be posted to your official transcript.

For additional information, see "Graduate Certificates" on the [ISLT webpage](#).

HUMAN PERFORMANCE TECHNOLOGY (HPT)

[Certificate Admissions Form for HPT](#)

[Certificate Completion Form for HPT](#)

- Required Core Courses
    - HPT Concepts and Processes:
        - EME 5601 Introduction to Instructional Systems (3)
        - EME 6691 Performance Systems Analysis (3) (EME 5601 is prerequisite)
        - EME 6357 Evaluation of Training in HPT (3) (EME 5601 is prerequisite)
- Electives: Select one from each of the following categories:
    - System Analysis and HPT Solution Design (Select Minimum of One Course)
        - ADE 5189 Staff Training and Development (3)
        - EME 6356 Learning and Web Analytics (3)
        - Or other courses relevant to the theme of this section subject to approval of the Certificate Coordinator.
    - HPT Systems Integration and Project Management (Select Minimum of One Course)
        - EME 6631 Managing Instructional Development (3)
        - EME 6636 A Systems Approach to the Management of Change (3)
        - ADE 5083 Human Resource Development (3)

INSTRUCTIONAL DESIGN AND TECHNOLOGY (IDT) REQUIREMENTS

[Certificate Admissions Form for IDT](#)

[Certificate Completion form for IDT](#)

ISLT MS Handbook   Academic Year 2023-2024   rev. July 2022

12

- Required Core Courses
    - EME 5457 Introduction to Distance Learning (3)
    - EME 5602 Technology Design Skills (3)
    - EME 5603 Introduction to Systematic Instructional Design (3)
- Electives
    - EME 5077 Mobile Learning (3)
    - EME 6403 Designing for Online Collaborative Learning (3)
    - EME 6415 Development of Computer Courseware (3)
    - EME 6507 Development of Multimedia Instruction (3)
    - EME 6414 Web 2.0 Learning (3)
    - EME 5250 Open Learning (3)
    - EME 5614 Design of Learning Games (3)
    - EME 6356 Learning and Web Analytics (3)
    - EME 6677 Advanced Design and Development (3)

ONLINE TEACHING AND LEARNING (OTL) REQUIREMENTS

Certificate Admissions Form for OTL

Certificate Completion Form for OTL

- Required Core Courses
    - EME 5456 Online Pedagogy and Course Design (3 hrs)
    - EME 5250 Open Learning (3 hrs)
- Electives
    - EDP 5216 Theories of Learning & Cognition (3 hrs)
    - EME 5457 Introduction to Distance Learning (3 hrs)
    - EME 5603 Introduction to Systematic Instructional Design (3 hrs)
    - EME 6356 Learning & Web Analytics (3 hrs)
    - EME 6403 Design of Online Collaborative Learning (3 hrs)
    - EME 6414 Web 2.0-based Learning & Performance (3 hrs)
    - EME 5078 Design of Online & Digital Adaptive Learning (3 hrs)
    - EME 6415 Courseware Development (3 hrs)

Internship

REQUIREMENTS

Students enrolled in the Instructional Systems and Learning Technology Master of Science program (ISLT MS) are required to complete a field lab internship consisting of three-credit hours as part of their degree requirements. The purpose of this internship is for you to apply the skills and knowledge obtained in ISLT courses to a real-world project for an actual client.

A minimum of 150 hours of work in the ISLT field is required to complete the internship. This typically equates to 10 hours of work each week during a 15 week semester. However, internship hours may be

ISLT MS Handbook   Academic Year 2023-2024   rev. July 2022

13

distributed differently throughout one semester and may even span multiple semesters depending on your project and client.

An internship *may not* be completed for your current employer unless it is outside the scope of your regular job duties and is done for a different supervisor. Students with five or more years of work experience in the ISLT field should discuss alternatives to the internship requirement with their adviser. Internships can only be waived by your adviser. In these cases, the internship must be replaced with a three (3) credit hour elective.

You must submit a completed and signed *memorandum of agreement* (MoA) to the ISLT Internship Coordinator prior to beginning the internship project. The form is completed with your client supervisor and submitted to the ISLT Internship Coordinator. The ISLT Internship coordinator must approve the MoA before it is signed by the client supervisor. DocuSign must be used to execute the final document.

You must submit a completed and signed *performance appraisal* at end of your internship. The form is completed by your client supervisor and submitted to the ISLT Internship Coordinator. Note: A final grade cannot be submitted without submitting this form.

You must satisfy the requirements of EDF 5942 during the semester in which you enroll in internship. Failure to do so will result in an unsatisfactory grade.

FINDING AN INTERNSHIP

Students are responsible for securing their own internship. You may use the following strategies to secure a position:

1. Consider your career goals and the setting you want for future employment (EX: corporate, government, higher education). Contact practitioners who work in that setting.
2. Monitor the ISLT Listserv (and other sites) for internship and job opportunities: https://lists.fsu.edu/mailman/listinfo/inst-sys.
3. Make direct contact with employers who post positions to the listserv.
4. Network with ILST alumni and other professionals and participate in social media using tools such as LinkedIn.
5. Contact potential internship sites in your community such as schools, libraries, and non-profit organizations to determine if they have any opportunities. For example, students have created and delivered a workshop on using e-readers for a local library, created educational materials for animal shelter volunteers, and designed curricula and course materials for a Sunday school program.
6. Contact your advisor for additional information or to discuss what internships meet your needs.

REGISTRATION FOR EDF 5942

You must meet the following requirements before registering for internship credit:

- An approved program of study must be on file with OASIS;
- A minimum of 24 credit hours of graduate-level coursework including all required courses for the

ISLT MS Handbook   Academic Year 2023-2024   rev. July 2022

14

ISLT master's degree.

- Approval of the draft MoA by the ISLT Internship Coordinator – Dr. Kerry Burner

Contact the ISLT Internship Coordinator [kburner@fsu.edu] via email during the semester immediately prior to the one you plan to complete the internship. This email should include a statement that you intend to enroll in internship during the following semester and a copy of your approved program of study showing that you have met all course requirements. The ISLT Internship Coordinator will send you the MoA to draft with your client. Once the MoA is approved by the ISLT Internship Coordinator, you will be able to enroll in internship. The MoA should be executed using DocuSign and submitted to the Canvas coursesite. Be sure to register for three credit hours of EDF 5942.

Note: The EPLS department offers several sections of internship each semester so be sure to register for the correct one. This is also a variable credit course, and you must select 3 hours. The default is 1 hour.

OTHER INFORMATION

Internships may be paid or unpaid and may require time at an office or be virtual. It is up you to negotiate these factors with your client supervisor.

Students who work full-time and require flexibility or who may have a conflict of interest with a more traditional internship should consider volunteer projects. Reach out to the ISLT Internship Coordinator (Kerry Burner) for more information.

Internships may require drug tests, background checks, and visas. It is your responsibility to meet these requirements in a timely manner.

International students may have to complete additional paperwork to secure an internship. Your advisor will work with the Center for Global Engagement to assist you.

Internships are grades on a satisfactory/unsatisfactory basis. It is entirely possible that an internship might span two semesters or start/stop at a time other than a regular semester. A final grade will be submitted at the end of the term in which the internship is completed. A grade of Incomplete (I) will be recorded if a student's internship is continuing, and the grade will be changed upon successful completion of the remaining hours, field notes, and submission of the performance appraisal.

Interns represent themselves, the ISLT program, and Florida State University. Please dress, speak, and act professionally. Furthermore, it is your responsibility to know your rights and responsibilities including adherence to the FSU honor code https://dos.fsu.edu/srr/.

Portfolio

REQUIREMENTS

Each student in the MS program is required to submit a final portfolio. Your completed portfolio will consist of two parts – (1) a statement of career and professional goals, a resume, and a copy of your approved

ISLT MS Handbook   Academic Year 2023-2024   rev. July 2022

15

program of study; (2) selected work products, deliverables, artifacts, and annotations that demonstrate your competence and skills. Detailed information about each of these components, along with example portfolios is provided in the ISLT Canvas Org.

The portfolio is not simply a record of the work you did while enrolled in the ISLT MS program in chronological order. Your portfolio should be unique to you and your career and professional goals. One of the key evaluation criteria of the portfolio will be the degree to which it supports these goals. Therefore, you will not be provided with a portfolio template to follow. Keep your portfolio in mind as you work through the courses for your degree.

The portfolio should be developed and presented in a professional manner suitable for use in a job interview. You should select your best work and put effort into formatting and organizing your portfolio so that it looks visually appealing and tells a persuasive story about your strengths. Give serious thought to how you will organize the portfolio. You may want to group work products and artifacts by major skill areas they represent or in some other meaningful way. The portfolio should be in electronic format. Portfolios must be user friendly and easily navigable.

EVALUATION

Each semester, the MS student portfolios will be evaluated by a Portfolio Review Committee comprised of ISLT Faculty. Portfolios will be reviewed for completeness, professionalism, and alignment with career goals. Deadlines will be posted in EDF 8966, the zero credit hour Professional Portfolio Canvas site.

REGISTRATION FOR EDF 8966

You must be registered for the EDF 8966 course for zero credits during the last semester of coursework/semester of intended graduation. Since students cannot register themselves for this course, you must email the MS Program Coordinator under whom you will be registered (kburner@fsu.edu) for approval and to sign up to be registered for EDF 8966 for zero credit hours of EDF 8966. The MS :Program Coordinator will coordinate registration.

ISLT MS Handbook   Academic Year 2023-2024   rev. July 2022

16

SECTION 3:
ACADEMIC POLICIES

ISLT MS Handbook   Academic Year 2023-2024   rev. July 2022

17

ACADEMIC HONOR POLICY

"The statement on Values and Moral Standards says: 'The moral norm which guides conduct and informs policy at The Florida State University is responsible freedom. Freedom is an important experience which the University, one of the freest of institutions, provides for all of its citizens – faculty, students, administrators, and staff. Freedom is responsibly exercised when it is directed by ethical standards." The statement also addresses academic integrity: "The University aspires to excellence in its core activities of teaching, research, creative expression, and public service and is committed to the integrity of the academic process. The [Academic Honor Policy] is a specific manifestation of this commitment. Truthfulness in one's claims and representations and honesty in one's activities are essential in life and vocation, and the realization of truthfulness and honesty is an intrinsic part of the educational process.' Guided by these principles, this Academic Honor Policy outlines the University's expectations for all students' academic work on each campus and all virtual platforms, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process. This policy is educational in nature and strives to provide students due process at every level. Please refer to memos outlining necessary procedural modifications of the process for the Panama City and Republic of Panama campuses. The Academic Honor Policy Committee may take direct jurisdiction of a case under extraordinary circumstances when it is determined by a majority vote of the committee that taking direct jurisdiction is appropriate. If a student observes a violation of the Academic Honor Policy, they should report the incident to the instructor of the course. Allegations that come to the instructor's attention after the semester has ended should be communicated to the Office of the Vice President for Faculty Development and Advancement (FDA) for guidance. The scope of the Academic Honor Policy applies to any student enrolled in any credit-bearing course or program. This includes students completing coursework to satisfy "Incomplete" grades and candidates for the degree completing their dissertations. False, fraudulent, or incomplete information and/or statements by an applicant related to admission or residency are addressed by the University Admissions Committee, not by the Academic Honor Policy." *The complete, up-to-date FSU Academic Honor Policy is available online. [Academic Integrity and Grievances](#)*

ACADEMIC STANDING AND RETENTION

"Students in graduate or professional degree programs, excluding College of Law students and MD candidates in the College of Medicine, whose cumulative grade point average for graduate courses (5000 and above) taken at Florida State University falls below 3.0 at the end of a term (not counting courses for which 'S' or 'U' grades may be given) will be considered not in good standing by the University and will be placed on academic probation. If a 3.0 cumulative grade point average is not attained by the end of the next full term of enrollment, the student will be placed on academic dismissal. Academic dismissal constitutes a separation of the student from the University for academic reasons. Students on dismissal will not be permitted to register for

ISLT MS Handbook   Academic Year 2023-2024   rev. June 2023

18

courses, including registering as a non-degree student. However, at the time of dismissal, the major professor and/or department chair/director may petition the academic dean for consideration of special circumstances that the professor thinks constitute justification for an exception to this regulation, but under no circumstances will a student be allowed more than one additional term of probation after reinstatement. Owing to the differential uses of the designation, 'academic probation' shall not appear on permanent records of regular graduate students. After one probationary period, however, a student whose average falls within the probationary range will receive automatic dismissal. Statuses of 'academic warning,' 'probation,' or 'reinstated from dismissal' do not specifically prohibit a student from participating in extracurricular activities unless otherwise specified by University policy, rules, or by-laws governing the activity or organization. Consideration of the academic dismissal takes priority over any readmission application and must be resolved first. Students on dismissal are not eligible for readmission or the readmission appeal process unless they have first been reinstated by the academic dean. The academic dean is the final authority for rein- statement considerations." *(FSU Graduate Bulletin 2023-24*, page 95)

FULL-TIME STUDENT COURSE LOAD

"The standard full-time load for graduate students for certification purposes is twelve credit hours per semester, unless otherwise noted.

"Some departments may permit students to register for less than full- time enrollment, also called an underload. This part-time under- load registration may consist of individualized graduate credit hours and must be initiated by the student, approved by the student's faculty advisor, and may require approval by the academic dean or designee. Guidelines for dean's level approval by college and are available at respective Dean's Offices." (FSU Graduate Bulletin 2023-24, page 88)

GRADE APPEALS SYSTEM

"The purpose of the grade appeals system is to afford an opportunity for an undergraduate or graduate student to appeal a final course grade under certain circumstances. Faculty judgment of students' academic performance is inherent in the grading process and hence should not be overturned except when the student can show that the grade awarded represents a gross violation of the instructor's own specified evaluation (grading) statement and therefore was awarded in an arbitrary, capricious, or discriminatory manner. The evaluation (grading) statement utilized during the grade appeals process is the one contained in the instructor's syllabus at the beginning of the semester. This system does not apply to preliminary or comprehensive exams or to thesis or dissertation defenses; these issues are reviewed by the Student Academic Relations Committee via the Vice President for Faculty Development and Advancement." (FSU Graduate Bulletin 2023-24, page 83)

The specific steps of the Grade Appeals System are detailed in the FSU Graduate Bulletin 2023-24,(pages 83–84) and on the Office of Faculty Development and Advancement website.

INCOMPLETE GRADES

ISLT MS Handbook   Academic Year 2023-2024   rev. June 2023

19

"Incomplete ("I") grades should be recorded only in exceptional cases when a student, who has completed a substantial portion of the course and who is otherwise passing, is unable to complete a well-defined portion of a course for reasons beyond the student's control. Students in these circumstances must petition the instructor and should be prepared to present documentation that substantiates their case. Incomplete grades should not be granted to allow students to do extra coursework in an effort to increase their grade. Even under these circumstances, the authority for determining whether to grant an incomplete rests solely with the instructor." (See the University policy at [FSU Graduate Bulletin 2023-24,](#) page 95)

RECENCY OF WORK

"The work for the master's degree must be completed within seven years from the time the student first registers for graduate credit. Any graduate work transferred from another institution must have commenced not more than seven years prior to completion of the degree for the credits to be applicable to the master's degree. If the master's degree is not completed within seven years from the time the student first registers for graduate credit, and the program and/or Department Chair does not choose to approve an Extension of Time (EOT), then the student may no longer be enrolled in that program or at Florida State University." ([FSU Graduate Bulletin](#) 2022–23, page 104)

TRANSFER CREDIT

"Transfer of graduate courses not counted toward a previous degree from another regionally accredited U.S. graduate school (or comparable international institution) is limited to six semester hours, and transfer of graduate courses not counted toward a previous degree within Florida State University is limited to twelve semester hours, except when the departmental course requirement exceeds the thirty hour University-wide minimum requirement. In the latter case, additional transfer credit may be allowed to the extent of the additional required hours. In all cases, the majority of credit must be earned through Florida State University or its official consortial institutions. All transfer credit must: l) be recommended by the major department; 2) be evaluated as graduate work by the Records Audit and Analysis in the Office of the University Registrar at Florida State University; and 3) have been completed with grades of 3.0 ('B') or better.   Grades earned at another institution cannot be used to improve a grade point average or eliminate a quality point deficiency at Florida State University. The University does not accept experiential learning or award credit for experiential learning. Transfer credit based on experiential learning from another institution will not be accepted." (*[FSU Graduate Bulletin 2023-24](#)*, page 104).

Attendance

CONTINUOUS ENROLLMENT

"Continuous enrollment at Florida State University is defined as enrollment without an interruption of two or more consecutive semesters (including Summer term). Credits earned at other institutions during any semester while not registered at Florida State University will not constitute continuous enrollment at the University. Graduate, law, and medical students who are not enrolled at the University for two or more consecutive semesters (or consecutive semester and Summer term), and who are not on approved leave of absence, must apply for readmission before resuming their studies." *[(FSU Graduate Bulletin 2023-24](#)*, page 93)

ISLT MS Handbook   Academic Year 2023-2024   rev. June 2023

20

LEAVE OF ABSENCE

"Under special circumstances, graduate students may apply for a leave of absence from the University for a specific period of up to three consecutive semesters (includes Summer term). The circumstances justifying a leave include but are not limited to: personal or family medical conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. The student must provide appropriate documentation and a rationale for the leave request." (*FSU Graduate Bulletin 2023-24*, page 96)

REQUIRED FIRST DAY ATTENDANCE

"University-wide policy requires all students to attend the first class meeting of all classes for which they are registered. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. This policy applies to all levels of courses and to all campuses and study centers. It remains the student's responsibility to verify course drops and check that fees are adjusted. Note: Students who have received some or all of their financial aid prior to the end of drop/add for a term, may be subject to repayment of financial aid if there is a change in their financial aid eligibility. Examples of this may include, but are not limited to, reduction of course load below required levels, cancellation of schedule, failure to meet satisfactory academic progress requirements, and other conditions required to maintain financial aid eligibility." (*FSU Graduate Bulletin 2023-24*, page 93)

WITHDRAWAL

"All graduate, law, or medicine (MD degree) students who wish to leave the University after the close of the drop/add period for a term must formally withdraw. Dropping all classes does not constitute for- mal withdrawal. Students who do not attend classes and fail to with- draw will be assigned grades of 'F' for each course. Withdrawal requests are not automatically approved but must be requested. Withdrawals are initiated in the withdrawal services section of the Department of Student Support and Transitions located in the University Center. The statement "Withdrew from the University" will appear on the transcripts of students who properly withdraw within the first seven weeks of class. Under documented exceptional circumstances (beyond the student's control), as determined by the appropriate academic dean, a student withdrawing from the University may receive "WD" grades in all courses taken that term." (*FSU Graduate Bulletin 2023-24*, page 97) For more complete details regarding the process of withdrawing from the university and applying for readmission, please refer to the *FSU Graduate Bulletin 2023-24 (*pages 97–98).

Registration

REGISTRATION WINDOWS AND ACADEMIC CALENDARS

The University Office of the Registrar website provides information on registration, enrollment appointments, the course lookup system, and online fee payment at *http://registrar.fsu.edu/.* If a student's enrollment appointment (registration window) is current, the student can add, drop or swap

ISLT MS Handbook   Academic Year 2023-2024   rev. June 2023

21

classes. A detailed University Academic Calendar can be viewed, by semester/term, at *http://registrar.fsu.edu/calendar/* The Extended Academic Calendar can be viewed at *http://registrar.fsu.edu/calendar/extended/*

DROP/ADD OR CHANGES OF SCHEDULE

" During the first four days of the term, students can add or drop individual classes, or they may change one class section for another. Students are financially liable for all courses appearing on their schedule after the fourth day of classes. To add courses after the first four days of classes may require the academic dean's approval. Classes dropped during this period do not appear on the student's transcript. Individual courses may be dropped through the seventh week of classes except for mandated college preparatory courses, freshman composition, and courses involved in allegations of academic dishonesty; however, tuition charges remain. If the student is appointed as a graduate assistant or is supported on a fellowship, an underload request form mut be completed and submitted to the Dean of the Graduate School for approval. After the seventh week of classes, courses may be dropped only in exceptional circumstances. Approval is required by the advisor and the academic dean. Such courses will appear on the student's transcript with the notation "WD." Students who register for courses but who do not attend the classes will receive grades of "F" if the courses are not officially dropped." (FSU Graduate Bulletin 2023-24, page 91)

*This must be done through OASIS for all College of Education students.

Graduation

APPLICATION FOR GRADUATION

Students are required to apply for graduation whether or not the student intends to participate in the University Commencement Ceremony. Applying for graduation is quick and easy using the Student Central Graduation Application. Students must apply for graduation online prior to the stated deadline for the term in which they plan to graduate. Instructions on how to apply for graduation are found at the online graduation application: https://registrar.fsu.edu/training/graduation/apply/.

CEREMONY PARTICIPATION

Students who wish to participate in the Commencement Ceremony must arrange for cap and gown orders through the University Bookstore. Information about how to order is available on the graduation webpage: https://registrar.fsu.edu/graduation/cap_gown/

ISLT MS Handbook   Academic Year 2023-2024   rev. June 2023

22

SECTION 4: CAMPUS RESOURCES

ISLT MS Handbook   Academic Year 2023-2024   rev. June 2023

23

Office of Accessibility Services

Florida State University is committed to providing a quality education to all qualified students and does not discriminate on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' status, marital status, sexual orientation, gender identity, gender expression or any other legally protected group status. Providing services to more than 5000 students, the Office of Accessibility Services (OAS) is committed to ensuring universal access for each Florida State University student. The OAS creates an environment of success through the provision of academic, housing, and dining accommodations, testing support, assistive technologies, and space for students to feel they are part of the FSU community.

CONTACT INFORMATION

Location: 874 Traditions Way, 108 Student Services Building, Tallahassee, FL 32306

General Office Hours: Monday–Friday, 8:00 AM to 5:00 PM

Website: https://dsst.fsu.edu/oas

Sexual Misconduct Resources

Sexual misconduct, including sexual harassment, sexual violence (rape, sexual assault, domestic violence, dating violence, & stalking), and all other forms of sex discrimination are violations of University policy and contrary to the University's values, which recognize the dignity and worth of each person. They are also illegal. Sexual misconduct will not be tolerated by Florida State University, whether by faculty, staff, students, visitors, or others. You can find additional information through the Office of Human Resources: https://hr.fsu.edu/sections/equity-diversity-inclusion/sexual-misconduct-title-ix.

Florida State handles sexual misconduct complaints sensitively and discreetly; we are all responsible for providing a supportive environment for those in need and for reporting misconduct. If you have experienced sexual misconduct or know someone who has, FSU is committed to providing support and resources to assist. We do not tolerate sexual misconduct. The kNOw MORE initiative provides support, responses, and prevention for the FSU community: https://knowmore.fsu.edu/.

GET HELP NOW

FSUPD
Phone: (850) 644-1234, For emergencies call 911

University Counseling & Psychological Services – Confidential Resource
Phone: (850) 644-TALK (8255) (24/7)

ISLT MS Handbook   Academic Year 2023-2024   rev. June 2023

24

Victim Advocate Program
Phone: (850) 644-7161 (24/7, including holidays)

Text: (850) 756-4320

Refuge House (Off Campus Resource) – Confidential Resource
(850) 681-2111

Additional Resources are available through the kNOw More initiative: https://knowmore.fsu.edu/get-help-now/h

Funding

ASSISTANTSHIPS

Assistantships for teaching and/or research are rare for masters students. No assistantships are awarded to first-year students. Faculty members will seek out students for teaching or research assistantships if there is available funding.

COLLEGE OF EDUCATION FOUNDATION SCHOLARSHIPS

The College of Education Scholarships and Aid webpage provides a central location for information on distinguished scholarships, assistantships, fellowships, and university financial aid available to College of Education students: https://education.fsu.edu/scholarships. The application window for College of Education scholarships changes each year. There are several different awards that are available.

All students are encouraged to submit a Free Application for Federal Student Aid (FAFSA) regardless of their income. International Students from select countries should consider applying for the Linkage Institutes' Out-of-State Tuition Exemption. You can find more information here: https://cge.fsu.edu/international-students/funding/linkage-institute.

EXTERNAL FELLOWSHIPS

Latin American/Caribbean Scholarship

Office of Financial Aid

Student Business Services

University Wide Fellowships & Grants

FSU GRADUATE SCHOOL AWARDS

Application for financial awards and application for graduate school admission are two separate processes often with different deadlines. Students need to make separate applications for each award sought. The process of identifying financial assistance should begin at least one year prior to beginning a graduate program. There are a number of available options when it comes to funding your graduate education at

ISLT MS Handbook   Academic Year 2023-2024   rev. June 2023

25

Florida State University. The Graduate School administers merit and need-based fellowships, awards, and grants. You can find information about various award options on the [Graduate School Funding page](https://gradschool.fsu.edu/funding-awards): https://gradschool.fsu.edu/funding-awards.

General Student Resources

There are numerous resources, opportunities, and activities on and off campus that are available to graduate students throughout the year. Visit the following links to view them. All resources below are available to both online and on campus students.

ACADEMIC SUPPORTS

[Reading & Writing Center](https://wr.english.fsu.edu/reading-writing-center): https://wr.english.fsu.edu/reading-writing-center

[FSU Libraries](https://www.lib.fsu.edu/): https://www.lib.fsu.edu/

[Office of Accessibility Services](https://dsst.fsu.edu/oas): https://dsst.fsu.edu/oas

CAREER SERVICES

[Career Center](https://www.career.fsu.edu/): https://www.career.fsu.edu/

[Center for Academic & Professional Development](https://learningforlife.fsu.edu/): https://learningforlife.fsu.edu/

[Preparing Future Professionals (PFP) Program](https://gradschool.fsu.edu/professional-development/preparing-future-professionals-pfp): https://gradschool.fsu.edu/professional-development/preparing-future-professionals-pfp

[University Libraries](https://www.lib.fsu.edu/): https://www.lib.fsu.edu/

FSU RECREATION/EVENTS

[College of Music Concerts & Events](https://music.fsu.edu/concerts-and-events): https://music.fsu.edu/concerts-and-events

[Crenshaw Bowling Lanes](https://union.fsu.edu/crenshaw): https://union.fsu.edu/crenshaw

[FSU Campus Recreation](https://campusrec.fsu.edu/): https://campusrec.fsu.edu/

[FSU Flying High Circus](https://circus.fsu.edu/): https://circus.fsu.edu/

[FSU Museum of Fine Arts](https://artsandculture.google.com/partner/florida-state-university-museum-of-fine-arts): https://artsandculture.google.com/partner/florida-state-university-museum-of-fine-arts

[FSU Student Affairs](https://studentaffairs.fsu.edu/): https://studentaffairs.fsu.edu/

[Oglesby Union](https://union.fsu.edu/): https://union.fsu.edu/

[Opening Nights Events](https://openingnights.fsu.edu/events/): https://openingnights.fsu.edu/events/

ISLT MS Handbook   Academic Year 2023-2024   rev. June 2023

26

School of Dance Events: https://dance.fsu.edu/events

Union Productions: https://union.fsu.edu/up

WVFS Tallahassee 87.9FM, "The Voice of Florida State": https://wvfs.fsu.edu/

HEALTH & WELLNESS

Center for Couple & Family Therapy: https://healthandhumansciences.fsu.edu/human-development-family-science/centers-institutes/ccft/

Health Insurance Subsidy Benefit: https://gradschool.fsu.edu/funding-awards/subsidy-benefit

University Counseling Center: https://counseling.fsu.edu/

University Health Services: https://uhs.fsu.edu/

Victim Advocate Program: https://dsst.fsu.edu/vap

HOUSING

CGE Housing Options: https://cge.fsu.edu/living-tallahassee/housing

Graduate Student Housing: https://housing.fsu.edu/future-residents/graduate-and-non-traditional-student-housing

Off-Campus Housing: https://offcampushousing.fsu.edu/

University Housing: https://housing.fsu.edu/

DIVERSITY & LEADERSHIP

Center for Global Engagement: https://cge.fsu.edu/

Center for Leadership & Social Change: https://thecenter.fsu.edu/

Congress of Graduate Students: https://sga.fsu.edu/cogs.shtml

TALLAHASSEE COMMUNITY

City of Tallahassee: https://www.talgov.com/Main/Home.aspx

ISLT's Tallahassee Recommendations: https://bit.ly/3AvwUPy

Leon County: https://m.leoncountyfl.gov/

Tallahassee Democrat (Local News): https://www.tallahassee.com/

ISLT MS Handbook   Academic Year 2023-2024   rev. June 2023

27

Tallahassee Online Visitor's Guide: https://visittallahassee.com/visitor-services/

TRANSPORTATION

Parking on Campus: https://transportation.fsu.edu/parking/parking-permits

Seminole Express (Bus Services): https://transportation.fsu.edu/bus

StarMetro: https://www.talgov.com/starmetro/starmetroHome.aspx

Transportation & Parking Services: https://transportation.fsu.edu/

ISLT MS Handbook   Academic Year 2023-2024   rev. June 2023

28