



## Instructional Design & Technology

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Emporia, KS 66801-5087  
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### Graduate Admission Requirements

(as of 6-21-2008)

IDT Admits on a rolling basis. The Departmental admission committee reviews and decides on applicants as they are received, until there are no more remaining openings. Applicants must complete and submit the following in order to be considered for program acceptance:

- ⑨ ESU Graduate Application
  - Submit application (available online) and pay applicable fee
  - Submit Transcripts, from all institutions attended
  - International Graduate Students should contact the Office of International Education to begin the application process. More information can be found at their website, <http://www.emporia.edu/oie/international/admissions.htm>
- ⑨ GPA of 2.75 or more based on the 4-point scale in the last 60 semester hours of undergraduate study
- ⑨ Access to the Internet and possess a multimedia capable computer\*
- ⑨ Resume (2 or more pages)\*\*
- ⑨ 2 Current recommendations via forms or letters (open or closed)
- ⑨ Subscribe to the idtatesu mailing list (directions below)
- ⑨ Writing Competency (no fee)
  - A 500 to 700 word formal paper\*\* describing your experiences and career goals involving instructional design and technology and your interest in completing an online degree.

The paper (without name) will be scored by two IDT faculty members based on the 6 Trait Analytical Assessment identified by the National Council of Teachers of English. Scores are: Superior, Proficient, Acceptable or Unacceptable. If both rate it acceptable, this requirement is met. If a student receives one unacceptable score, the Department Chair will score the paper. If the score is again rated "Unacceptable," OR if both IDT faculty members rated it "Unacceptable," the student has two choices before resubmission:

- 1) Submit the paper to the ESU online writing laboratory for assistance and correction, or
- 2) Complete a writing class and submit documentation.

The original paper is resubmitted with corrections. The student must then complete a second paper.

The second formal paper will be scored using the same standards. If the new paper is also rated "Unacceptable," the student will be classified as a non-degree seeking student.

*\*Specific requirements available at the dept. website: [idt.emporia.edu](http://idt.emporia.edu)*

*\*\* (The resume and paper can either be mailed to IDT or submitted electronically as an attachment to [jschneid@emporia.edu](mailto:jschneid@emporia.edu) or [idt@emporia.edu](mailto:idt@emporia.edu))*

⑨ Electronic Mail (email)

In order to facilitate efficient communications regarding the Instructional Design and Technology program at Emporia State, each student is required to have an electronic mail (email) account. Simply send a message to [idt@emporia.edu](mailto:idt@emporia.edu) stating your preferred email address. Once you are enrolled in an ESU class, you will be issued an ESU student email address. Please note, it is important to check your ESU email account often, as other offices on campus use this email address exclusively to communicate with students.

⑨ IDTatESU listserv

The IDT program has an electronic listserv. All IDT graduate students are required to subscribe to the list, IDTatESU. A listserv is an electronic mailing list that allows subscribers to post one message to all people using the list.

The IDTatESU list is open to anyone but we expect that most of the participants will be students enrolled in the program. Besides being able to easily distribute school-related information, the list will also be used to disseminate other appropriate information.

To subscribe, send an email message, with the subject line blank to:  
[majordomo@list.emporia.edu](mailto:majordomo@list.emporia.edu)

First line of the message: subscribe idtatesu

To post a message, send email to: [idtatesu@list.emporia.edu](mailto:idtatesu@list.emporia.edu)

⑨ Computer Equipment

All students admitted to this degree program are required to have their own personal computer with CD-ROM and access to the Internet (Broadband (high speed) Internet access is strongly recommended). Minimum computer requirements: Windows XP or Vista; minimum of 1 GB RAM; Macintosh – OS X; with minimum of 1 GB RAM.