

Organizational Learning & Instructional Technology Master's Degree Program Description & Admission Checklist University of New Mexico

Department of Educational Leadership & Organizational Learning

Patricia Boverie, *Department Chairperson*
Lee Clark, *Department Administrator*

Hokona Hall, Third Floor
MSC05 3040
1 University of New Mexico
Albuquerque, NM 87131-0001

Professor

Patricia Boverie, Ph.D., University of Texas at Austin
William Bramble, Ph.D., University of Chicago
Charlotte N. Gunawardena, Ph.D., University of Kansas

pboverie@unm.edu
bbramble@unm.edu
lani@unm.edu

Associate Professor

Mark Salisbury, Ph.D., University of Oregon

salisbu@unm.edu

Assistant Professor

Fengfeng Ke, Ph.D., Pennsylvania State University
Deborah LaPointe, Ph.D., UNM

fke@unm.edu
dlapointe@salud.unm.edu

Lecturer and Technology Training Program Coordinator

Bruce Noll, Ed.D., University of South Dakota

banoll@unm.edu

Student Information Contact

Loretta Brown, *Program Specialist*
Hokona Hall, Room 378

loribrwn@unm.edu
(505) 277-4131

Mission and Philosophy

The mission of the Organizational Learning & Instructional Technology (OLIT) Program is to provide quality education for individuals interested in improving the learning experiences of adults in school, business, government, military, healthcare, and non-profit organizations through the application of instructional practices and organizational technologies that advance individual, group, and organizational learning.

The OLIT Program is based on a belief that learning is a life-long process, which is stimulated by active participation, a respect for the individual's past experiences and diversity, critical reflection, and dialogue. Through the teaching of new developments in learning theory, the application of new technologies, and the management of change, the OLIT Program prepares professionals to help individuals, groups, and organizations learn in more effective ways.

In light of the massive and continuous change organizations experience, it is imperative that graduates of our program be ready to not only manage change, but lead future change efforts as well. To this end, we strive to develop a community of learners who build motivation for learning in their own organizations. The learning communities they develop will be characterized by a shared vision, systems thinking, and team learning.

The OLIT Program focuses on the design, development, delivery, and evaluation of training, organization development, knowledge management, distance education, e-learning, and instructional technology systems, methods and strategies with the intent of improving human performance. The program can best be described as one that is both theory-based and practitioner oriented.

Upon graduation from the OLIT Program, depending on individualized Program of Studies, students will be able to:

- Undertake life long learning, developing in concert the cognitive and affective domains to think critically, reflect on practice, and solve problems effectively within organizations.
- Design learning environments that promote the growth and learning of individuals from diverse cultural and linguistic backgrounds, including those with special learning needs.
- Address the cultural issues that influence the design, delivery, and evaluation of instruction within diverse social and linguistic contexts.
- Integrate the scholarship of adult learning throughout their professional lives.
- Design and develop effective instructional experiences based on a variety of models of design and evaluation (systems, constructivist, socio-constructivist).
- Apply multimedia and distance learning theories, technologies and practices in the design, delivery, and evaluation of instruction.

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- Address professional standards for instructional technology applications.
- Develop learning communities in real and virtual environments based on the theoretical foundations of communities of practice (Content and nature).
- Conduct research and evaluation studies.
- Administer and manage a variety of learning systems.
- Innovate and manage organizational knowledge.
- Facilitate individual and team processes, and communication.
- Lead individual, group, and organizational learning, and change.
- Engage in human resource development within local, national, and global organizations.
- Mentor and coach individuals through the process of their personal and professional development.
- Lead strategic planning and evaluation in a variety of political and social contexts.
- Balance inquiry and advocacy while respecting the individual or group within the social context.
- Model ethical practices in their work.

To ensure that these objectives are met, the content of the program's courses are grounded in theoretical and empirical research and the extant literature, and are taught by experienced faculty using new and emerging technologies to facilitate activities, discussions, lectures, exercises, readings, simulations, and collaborative projects with other institutions in the U.S. and overseas.

The courses that comprise the OLIT Program also reflect the seven domains outlined in the College of Education's Conceptual Framework. Furthermore, the program's courses have been correlated to the recommended competencies and guidelines that have been developed by the American Society for Training and Development (ASTD), the International Society for Performance Improvement (ISPI), the Association for Educational Communications Technology (AECT), the International Society for Technology in Education (ISTE), and the National Council on the Accreditation of Teacher Education (NCATE) associations, and therefore reflect the mission of the College and the requirements of the profession.

For recent updates and additional information on the OLIT Program and courses, please visit our web site at <http://www.unm.edu/~olit>.

OLIT Students

Our students come from every kind of organization and from varied backgrounds. Many are organization consultants, teachers, instructional and curriculum designers, trainers, school administrators, managers, lawyers, nurses, public administrators, higher education faculty, software designers, technology consultants, and professional development coordinators. The following are some of the organizations in which OLIT students are currently employed:

- Albuquerque Area Dental Support Center
- Albuquerque Public Schools
- Bosque School
- Central New Mexico Community College (CNM)
- City of Albuquerque
- Gap, Inc.
- Innovative Technology Partnerships
- Intel
- ITT Technical Institute
- Los Alamos National Laboratory
- Lovelace Sandia Health System
- LTD Limited
- National Weather Service
- PNM
- Pony Pack, Inc.
- Presbyterian Health Plan
- Rio Rancho Public Schools
- Sandia National Laboratories
- Scientific Research Corporation
- State Bar of New Mexico
- Time Solutions Corporation
- University of New Mexico
- Wackenhut Services

Examples of Position Titles:

- Application Analyst
- Administrator for International Programs
- Associate Director of Communication
- Clinical Education Manager and Program Director
- Computer Support-Knowledge Management
- General Plant Manager
- Human Resource Development Consultant
- Information Systems Business Manager
- Instructional Designer
- Marketing Coordinator
- Middle School Teacher
- Multimedia Developer
- Neonatal Education Consultant & Coordinator
- Online ESL Instructor
- Organizational Development Consultant
- Organizational Learning Business Consultant
- Program Manager
- Senior Performance Consultant
- Systems Administrator
- training and Development Consultant
- Training Specialist
- Upper School Spanish Teacher
- Videographer
- Web & Database Developer

OLIT Master's Program of Studies

PROGRAM REQUIREMENTS

PLAN I: 36 credits for Professional Portfolio Option

or

PLAN II: 39 credits for Thesis Option

REQUIRED CORE COURSES: 24 Credits

ELECTIVES: 9 Credits

plus

PLAN I: Professional Portfolio Option (3 credits)

or

PLAN II: Thesis Option (6 credits)

Required Courses (Plan I: 15 credits/ Plan II: 18 credits)

- OLIT 501: Instructional Design (3 credits)
- OLIT 505: Contemporary Instructional Technologies (3 credits)
- or
- OLIT 525 Instructional Multimedia (3 credits)
- OLIT 507: Designing Knowledge Management Solutions (3 credits)
- OLIT 508: Program Evaluation (3 credits)
- or
- An advisor approved research course for those planning to do a thesis
- OLIT 514: Theory and Practice of Organizational Learning or OLIT 540 Foundations of HRD and Instructional Technology (3 credits)
- OLIT 535: Theory and Practice of Distance Learning (3 credits)
- OLIT 546 Cross Cultural Issues in Adult Learning (3 credits)
- OLIT 561: The Adult Learner (3 credits)
- or
- LEAD 529 The Adult Learner (3 credits)

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Electives

(9 credits)

Students choose courses to strengthen their preparation in specific areas of their choosing. Six of these 9 credits should be from the OLIT program.

- OLIT 509 Collaborative Knowledge Creation
- OLIT 511 Knowledge Dissemination and Application
- OLIT 521 Presentation Technologies
- OLIT 522 Digital Video Techniques for Instruction
- OLIT 528 Management of Learning Systems
- OLIT 533 Instructional Use of Computer Simulations
- OLIT 536 Instructional Television: Principles and Applications
- OLIT 538 Distance Education Course Design
- OLIT 543 Training Techniques
- OLIT 562 Team Development
- OLIT 593 The Role of Wisdom in Adult Learning and Culture

Outside of OLIT Course

(3 credits)

A 3-credit graduate course in a related field may be selected with the permission of the student's advisor. Such a course might be from another department in the College of Education or in business, public administration, communications, sociology, or psychology. For example, to strengthen research skills, students may elect to take EdPsy 511 Introductory Educational Statistics or LLSS 502 Intro to Qualitative Research.

Professional Portfolio or Thesis Options:

Professional Portfolio Option – Students must register for OLIT 596 (3 credits). Under the professional portfolio option, students complete the internship and prepare a dossier showing work products which demonstrate their capabilities in OLIT fields of study.

Thesis Option – Students must register for OLIT 599 Masters Thesis for two semesters (6 credits). Under the thesis option students plan, conduct, and report on original research conducted to address a research problem in an area related to their study in the OLIT program. OLIT students selecting the thesis option are encouraged to take EdPsy 505 Conducting Quantitative Educational Research, EdPsy 511 Introductory Educational Statistics, and/or LLSS 502 Intro to Qualitative Research under their electives for the OLIT master's degree program.

See the OLIT website for more information on the Portfolio and Thesis options, sample documents and forms <http://www.unm.edu/~olit/>

Admission to the Masters of Arts Program

Admission Procedures

1. Contact or meet with an OLIT faculty member for a program orientation, preferably a faculty member who represents your area of interest. Contact or meet with the Program Specialist for an application packet and to open an application file (Some materials mentioned below may be downloaded from our website: <http://www.unm.edu/~olit> Please take the time to review this resource).
2. Submit a completed application packet to the UNM Graduate Admissions Office, which shall contain the following:
 - a. A UNM Application for Admission (this may also be completed online)
 - b. A Residency Form (this may also be completed online)
 - c. A \$50.00 check made out to *UNM Office of Graduate Studies*
 - d. An original, official, sealed transcript from each college or university you have attended.
3. Submit the following items directly to the OLIT Program Office (The office location is listed on page 1 of this document):
 - a. A Letter of Intent describing your background, interests, objectives and how the degree fits into your plans.
 - b. A Resume, which provides a summary of your experience, especially that which relates to your proposed graduate work.
 - c. Three (3) Letters of Recommendation on the OLIT/UNM forms provided, that are sealed and signed over the seal by the recommender on the envelopes you provide for that purpose.

BE CERTAIN TO FILL OUT THE TOP PORTION OF THESE BLANK FORMS BEFORE SUBMITTING THEM TO THE RECOMMENDERS. YOU MUST CHECK ONE OR THE OTHER OF THE OPTIONS IN THE WAIVING RIGHTS SECTION AND YOU MUST SIGN AND DATE THEM. If not checked and signed, the letter will be considered void. The recommender may submit the letter of recommendation directly to the Program by the Program deadline.
 - d. One set of Unofficial Transcripts (Unlike the Office of Graduate Studies, official transcripts to the OLIT program are not required)
 - e. A Writing Sample

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Admission Criteria

- A Bachelor's Degree from an accredited college or university
- At least a 3.0 GPA in the last sixty (60) hours of undergraduate work
- Positive recommendations
- Goals and objectives that can be reasonably achieved through a degree in this program.

Please Note: Up to twelve (12) non-degree-seeking UNM graduate-level credit hours may be applied to the M.A. Degree program with the approval of the advisor. Check your transcript periodically to see that it includes those courses completed as a non-degree-seeking graduate.

Also Note: Application procedures should be started well in advance of the decision deadlines for each semester to allow ample time for materials to be received and reviewed. Application packets deemed incomplete at the time of the deadline will not be reviewed until the next semester; therefore, a new application will be required for resubmission for the following semester's admission cycle. Applicants will be notified of admission decisions by letters from both the UNM Office of Graduate Studies (OGS) and the OLIT Program Office.

Application Deadlines

ATTENTION: Application packets must be submitted to the Office of Graduate Admissions at least four (4) weeks prior to the OLIT Program's deadlines.

Starting Semester	Received at Office of Admissions	Received Complete at OLIT Program Office
Fall Admission	May 15	June 15
Spring Admission	September 15	October 15
Summer Admission	February 15	March 15

Planning Your Program of Study (POS)

From Preliminary Planning to Finalizing Your POS

1. Contact your assigned Program Advisor during your second semester to develop a "Tentative Program of Study". Make sure that the "Tentative Program of Study" is signed and on file at the OLIT Office.
2. Maintain contact with your Program Advisor to update, confirm, or modify the Tentative Plan as necessary.
3. After at least twelve (12) credits in graduate status and before enrolling for the last fifteen (15) credits (and absolutely no later than three (3) weeks in the semester before the one in which you wish to graduate), complete your Program of Study Form and submit it to the Program Specialist (This form is available in the OLIT Program Office, here at this website, and also at the OGS website. These forms are always getting updated, so if they differ, use the OGS version). After submitting this form, you will be placed on the exiting list after a preliminary check of your transcript.

While You Are an OLIT Master's Student

Notice of Self-Responsibility During Your Master's Course of Study

To make your time of study the most rewarding, as well as to expedite your graduation process, please be aware of your obligations to the OLIT Program Office. Here are some actions and strategies to keep in mind to support your success in the OLIT Program:

- It is required for all OLIT students to become OLIT Listserv members (Directions to sign up are available in the OLIT Program Office). This is the main channel we use to make important announcements to everyone in the department. It's a great resource!
- You are responsible for keeping tracking of your own file throughout your Master's experience, this includes the OLIT Program Office, as well as the Office of Graduate Studies. It is not required, but we suggest you make it a practice every semester to check your online transcripts from the prior term and also to check in with the OLIT Program Office and OGS to verify that all your paperwork is in order.
- You are responsible for notifying the OLIT Program Office in writing of any changes in your name, address, telephone numbers, and email address(es)

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before, as well as after, acceptance to the program. We need to be able to find you!

- Make yourself very familiar with OGS's Guidelines for Completing Program of Studies (POS) for Master's Degree. As mentioned earlier on this page, there are a few important administrative responsibilities with "soft" deadlines you must be aware of. Not completing them in a timely fashion they will cause a delay in your graduation.
- Please refer to the UNM Catalog for additional academic regulations not addressed here, just to be on the safe side.

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