

1983

Educational Specialist Degree in Computer-Based Learning

Nova Southeastern University

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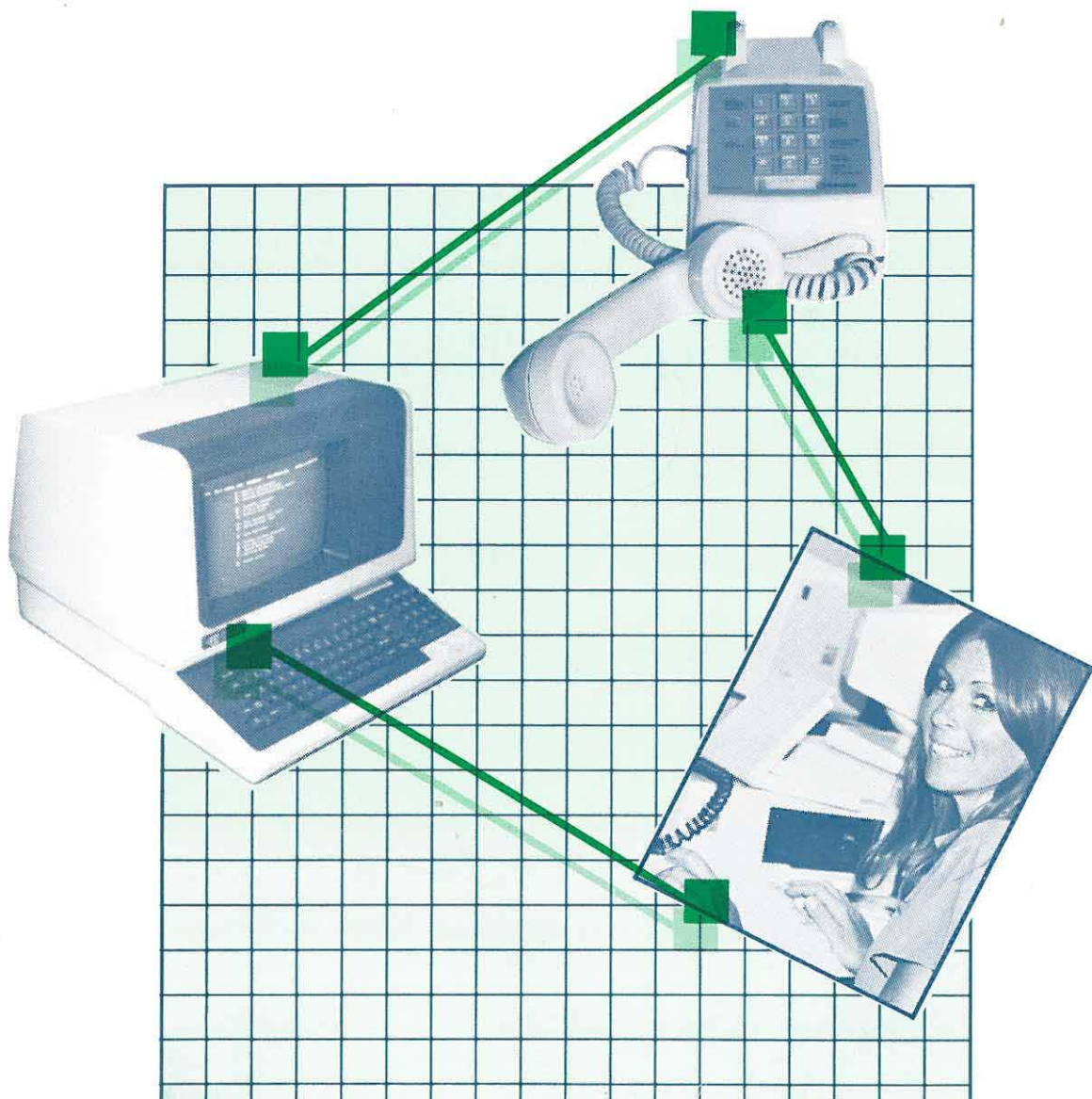
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NOVA



UNIVERSITY

Educational Specialist Degree In Computer-Based Learning





**Nova University's
computer-based
graduate programs are
the direct result of the
high technology
information age in which
we now live.**

A WELCOME



*Richard Goldman, Ph.D.
Dean, Center for the
Advancement of Education*



*Al P. Mizell, Ed.D.
Director, Computer
Education Programs*



*Roberta Mignerey, M.B.A.
Administrative Assistant
Computer Education
Programs*



*Mary Ellen Sapp, Ph.D.
Director of Practicums*

Nova University has had a commitment to provide quality graduate education for two decades. Through its field-based programs, Nova expanded this commitment to working professionals in the helping professions more than 15 years ago. During the period since then the University has demonstrated that the academic environment and the work environment are elements of a coherent whole. Therefore, programs have been developed that merge the world of work with the world of theory.

Your interest in the computer-based programs offered by Nova University is well-timed. These programs are the direct result of the high technology information age in which we now live. Graduates of these computer-based programs will be tomorrow's leaders. You can join several hundred professional educators, trainers, and information specialists, across the continental United States and in Puerto Rico, Canada, and various foreign countries, in electronic interaction by becoming a candidate for an advanced degree in the field of computer education. If you hold a master's degree and are computer literate, you may apply to begin the educational specialist (Ed.S.) degree in computer-based learning. Using your own computer, modem, and telephone, you will access the Nova Network through the UNIX* operating system.

You may begin the application process now by returning the enclosed application form with a \$30 application fee, your complete portfolio, and three recent letters of recommendation. Official transcripts should be sent directly to Nova University to complete your file. Once your file is complete, we will call to schedule a telephone interview for you with the admission's committee. Upon acceptance, you will be requested to send your nonrefundable service fee so you may be assigned a user code and password to begin your online orientation experience. You may start the online activities up to five months prior to the official starting date of your group. Each group of students is called a "cohort."

You may call my office collect at (305) 475-7445 to speak with the program administrative assistant, or with me, Al P. Mizell, Ed.D., if you have any questions.

*UNIX is a trademark of AT & T Technologies and of Bell Labs



The Ed.D. and Ed.S. degrees, offered via telecommunications, are unique programs for educators and trainees anywhere in the world.

History

The first doctoral degree in computer education, the doctor of education in computer education (Ed.D.), was established in 1984 at Nova University to provide effective leadership to help improve the field of education through effective use of this technology. In January, 1986, the educational specialist (Ed.S.) and the master of science (M.S.) degrees in computer-based learning (CBL) were introduced. These programs were designed for practitioners working in an educational or training setting. Effective educators with some experience in the use of computers at university, college, or K-12 levels, as well as trainers in business and government, are eligible to apply for these opportunities to become skilled in telecommunications, software design, and educational applications of research and theory in these areas. Participation in the programs is open to qualified individuals who have access to Tymnet. Students from across the United States and representatives from several foreign countries are currently enrolled in the programs. Delivery of a large proportion of the instruction through telecommunications enables the programs to have a truly international flavor. Degrees in this area are frequently referred to as computer education (CED) programs.

EDUCATIONAL SPECIALIST DEGREE IN COMPUTER-BASED LEARNING

The Cohort Concept

The Ed.S. computer-based degrees are delivered online to students organized as "cohorts" or groups of learners. There are two new cohorts (i.e., groups of students from across the country) formed each year for the educational specialist and doctoral programs; one cohort begins each January; the second cohort starts in July. Individuals are expected to apply and begin their on-line introductory work in the program as soon as they have been interviewed and formally accepted into the program.

The most salient aspects of this field-based approach are the extensive use of computer-based telecommunications supplemented by the intensive summer and winter institutes. As practitioners, students are required to apply their newly acquired knowledge and competencies to the test of reality through direct application within their own work environments. The significance of this structured intermingling of study and practice is summed up in the following point: in most traditional graduate programs, the ability to perform as an outstanding practitioner is assumed to be a consequence of earning the degree. At Nova University, it is a condition for earning the degree.



Program Overview

There are three different specialties in the Ed.S. program:

- Adult Education (college and university faculty)
- Electronic Education (K-12 teachers and administrators)
- Training and Learning (business, industry, and government)

Applicants must hold a master's degree to enter the Ed.S. program. The Ed.S. program uses an electronic communication process and face-to-face meetings through intensive one-week institutes in South Florida. At these one-week (i.e., 6 to 9 days) formal institutes, students participate in a variety of activities such as presentations, informal interactions, lectures, discussions, and institute activities in two new study areas, and completion of exams. This event brings together students from all cohorts and all geographic locations served by the program. Ed.S. students join the computer education doctoral students at these institutes. Emphasis at the institutes is on the key issues in the various study areas and in the general field of computer education. Students are required to provide their own meals, lodging, and travel expenses for these institutes.

Written Assignments and the Practicum Archive

Each study area includes a variety of assignments and activities that are completed at home or in the work environment. Most of these written assignments are then entered online and electronically mailed to the instructor.

The practicum is an applied research project designed to promote solutions to current problems in the students' institutions or professional fields through the use of microcomputers and/or telecommunications. Ed.S. students are required to complete one such practicum satisfactorily. The project is reviewed, corrected, and sent back to the student's home directory to be read, reacted to, and filed by the student.

Information Retrieval Service

Students are required to conduct an electronic literature searches before starting on their practicums. The Information Retrieval Service (IRS) at the University was designed to provide Nova students with an opportunity to locate and acquire resources that might not otherwise be available to them. Its function is to supply students with many of the resources (e.g., computer searches, ERIC microfiche, and consultation services) needed for planning practicums.

Students use the UNIX operating system, their home computers, and modems to communicate online with professors and other students.

COMMUNICATION PROCESS

online with professors and with other students about projects and assignments. This is accomplished through communication utilities in the Shell called "mail," "write," and "talk." These utilities enable students: to "mail" documents to their professors; to ask questions of their instructors or other students; and to receive bulletins concerning the program.

ELECTRONIC TOOLS

The program facilitates the design and application of information systems based on emerging technologies in computers and telecommunications. It enables students to develop programs and instructional systems, using them in their own work environments to take full advantage of the latest in software tools, telecommunications, and hardware design. For this reason the program has been designed to operate in a UNIX operating system environment. The UNIX operating system has expanded into most fields of computer usage, from university mainframe environments to office computer and personal micro-computers. Using modems with their personal computers, students can connect to Nova's computers by calling local phone numbers.

Students who do not live in a normal Tymnet access location within the continental United States will have to pay a toll or service charge to their nearest local Tymnet number. Student tuition includes up to 100 hours of connect time on Nova's computer for the first year and 50 hours for the final six months. If they wish, students may also purchase additional hours of connect time.

The UNIX system includes numerous software tools in a command interpreter called the "Shell." The Shell enables students to communicate

Courses and Study Areas

The four major components in the Ed.S. program are: 1) three online study areas (6 credits each), 2) four 3-credit courses in the specialty area, 3) three 1-week institutes during the program, and 4) completion of a formal practicum.

There are three study areas and four separate courses in the Ed.S. program. Each study area consists of two 3-credit courses. Students also select a specialty area consisting of four 3-credit courses. There are two specialities in the computer education area: adult education and electronic education. Students may also select a third specialty in training and learning offered by the Center for Computer-Based Learning. Students



begin their orientation to the UNIX system as soon as they are accepted into the program. After completing the orientation, they may begin informal work on the first study area. At the institute, they are formally registered in both the first and second study areas; they then have four months to complete both areas by working online.

This process is repeated at their second institute approximately five to six months later. However, during their second six months in the program, they will take only one study area while they complete their practicum activity. During the second institute, Ed.S. students will also begin work on the first two courses in the four-course specialty area that they will select at that time.

Institutes

All educational specialist students meet at a formal week-long institute every six months for the year and one-half of the program. Each student must attend three institutes during the 18-month program. Depending upon when the student begins the program, this means attending one summer and two winter institutes or one winter and two summer institutes. The winter institute is held at the site of the Florida Instructional Computing Conference (usually in Orlando, Florida) in January or February for 6 days. The summer institute is held on the Nova University main campus in mid- to late July for a period of nine days (including two weekends). Study areas begin approximately one month prior to each institute and conclude with an exam at the institutes.

Networking with colleagues and professionals in the field also takes place at the institutes and is an important element of the program.

Practicum

Ed.S. students must successfully complete one practicum; i.e., an action research project in the improvement of the educational process using computers and/or telecommunications. It is usually focused on a problem in the home setting.

Sequence of Instruction

Following acceptance and payment of the service fee, new Ed.S. students spend one to five months becoming familiar with the techniques of electronic telecommunications. Each new student is allotted sufficient online time during the familiarization period to learn how to use the equipment to communicate electronically. The students then begin formal coursework with their cohort in the instructional sequence specified for the Ed.S. degree.



Potential students may apply at any time. If accepted, they will immediately begin their online orientation process.

PROGRAM ADMINISTRATION

ADMISSIONS

Since the programs are designed for professionals in education and training, the following entry requirements must be satisfied by each applicant:

1. A master's degree from a regionally accredited university;
2. At least one year of professional experience in education or training;
3. Sufficient computer literacy to select and use micro-computer software in an educational setting and the ability to describe the purposes of programming languages;
4. Completion of a portfolio with appropriate work experience, credentials, and original written materials that demonstrate effective communication skills;
5. Three letters of recommendation;
6. An application form with the application fee and transcripts of all prior graduate work;
7. Demonstration of effective oral communication skills through a formal oral interview;

The Admissions Committee will make final decisions concerning admissions. Following formal acceptance, students will submit the service fee. They will then receive their user code and introductory UNIX materials so they can have sufficient online experience prior to their initial cohort meeting at the institute. About six weeks prior to each institute, students will submit a registration form and a quarterly tuition payment. They will then be added to the course rolls and the instructional materials will be sent to them. This usually includes a study guide and information on text purchases and assignments plus a videotape (1/2 inch VHS) with an orientation by the senior national faculty member.

Tuition and Fees*

The application must be accompanied by a \$30 check made payable to Nova University. This is a one-time nonrefundable Ed.S. or doctoral application fee. Also, there is a non-



refundable service fee of \$350 due upon acceptance into the program. The service fee is valid only during the term in which it is paid. If the student does not begin the program during that term, a second service fee must be paid to extend acceptance into the next term. If the service fee is not paid within one year of the interview, a new interview will be required and a \$100 reinterview fee will be charged.

The tuition for the current year is \$4,000 plus a \$50 registration fee for each six-month term. If quarterly payments are selected, each payment is \$1,025. The registration fee of \$25 is included in each payment. A \$50 late fee is assessed on each payment received after the due date.

Educational specialist students going beyond two years go into continuing services. Students in continuing services may extend for a six-month period at an additional charge of one-half of the then-current tuition. A second six-month extension may also be requested. The fee for each six-month extension is the same regardless of how much of the six-month period is used to complete the program. The full payment for each extension must be paid at the beginning of the extension. Online hours during the extensions are purchased separately in packages of twenty hours each at the then-current hourly charge.

If Ed.S. students submit equivalent experiences for evaluation, there is a charge of \$50/credit awarded up to the maximum of three credits. If a student withdraws and is later accepted back into the program, a readmission fee that is equivalent to the then-current service fee must be paid. Graduation fees and cap and gown rentals are paid during the final year.

One hundred hours of online time are allotted for the first year of the Ed.S. program and 50 hours for the second year. These hours are not cumulative. Additional hours are billed at the then-current rate. The hours for online operation are between 6 P.M. and 7 A.M. (your local time) on weekdays, all day on weekends and national holidays.

Students must purchase their own textbooks and cover the cost of their own lodging, meals, and travel expenses for the institute sessions.

Annual costs for the program vary with each individual but the following breakdown of typical expenses may serve as a planning guide:

• Application fee (one time)	\$ 30
• Initial service fee (one time)	350
• Annual tuition	4,000/year
• Registration and service fees	100/year
• Books and materials	350/year
Institute travel, meals, rooms, and other misc. expenses	2,000/year

Total estimate for first year	\$ 6,830*
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Potential Additional Expenses:

- Computer equipment and modem if not currently owned: \$1,000 to \$5,000.
- If access to your Tymnet node is not a local call, additional toll charges for your 100 hours/year online may run \$5 to \$15/hour. (usually higher outside the United States).

* subject to change

Refunds

Students who have paid tuition before the start of the first study area must notify the CED office in writing of their intent to withdraw from the program before the first online session is scheduled. They will be entitled to a full refund of all monies paid, with the exception of the \$30 nonrefundable application and the \$350 service fee. If an official withdrawal letter is received during the first month of any quarter, the student will be entitled to a credit for two-thirds of the tuition paid for that quarter. If the withdrawal occurs during the second month of the quarter, the student will receive credit for one-third of that quarter's tuition. If written notice of withdrawal is received after the second month, refund credit will not be given. Students are responsible for continuing tuition payments until the official withdrawal is received by the program office. If an application is rejected, the applicant will be refunded all monies paid except the nonrefundable application fee.

Veterans' Benefits

Nova University academic programs are approved by the Coordinator for Veterans' Approval, State of Florida, Department of Education, for veterans' education benefits. The Student Services Office will assist veterans in applying for benefits.

Student Loans

Federally Insured Student Loans are available for eligible students. Information on financial aid and student loans can be obtained from our Office of Student Financial Planning and Resources, 305/475-7411.



Grading System

Grades of PASS or NO PASS are assigned for each course and practicum. A "pass" is equivalent to a minimum of a letter grade of "B." Course grades are assigned by the faculty member responsible for each course, and practicum grades are assigned by the practicum evaluator and reviewed by the director of practicums. Course grades are sent to students and are also maintained by the Registrar's Office so official transcripts may be requested when needed. Students receiving a grade of NO PASS in a course or on a practicum will be placed on academic probation until the course has been retaken and passed. Students who receive two NO PASS grades (courses and/or practicums) will be terminated from the program. Readmission following academic dismissal is not possible in this program.

Progress Records

Each VA student will be provided a grade/progress report at the end of every evaluation period (term). A copy of each report will be placed in the student's permanent file maintained by the University.

The Center for the Advancement of Education maintains up-to-date progress records on each student. The University periodically furnishes each student with a working transcript that shows current status or grades and earned semester hours for all courses completed and/or attempted, plus courses in which the student is currently enrolled.

Incomplete Grading Policy

Students have up to six months from the end of the term to complete an "I" (Incomplete) grade. If this has not been done at the end of six months, the student will receive an "NP" (No Pass) and must withdraw from the class. Under extenuating circumstances, the student may petition in writing for an extension. If the extension is approved by the faculty member and the Director of Student Affairs, up to three months more may be granted.



For those going on to the doctoral degree in computer education, many of the Ed.S. courses will be fully accepted in the Ed.D. program.

Transfer Credit

No provisions are made for credit for life experiences or other forms of advanced standing. Consideration will be given for the granting of up to six semester hours of credit in postmaster's work earned within the past ten years for the same or equivalent coursework. Up to three hours of credit may be granted for skills acquired in nonacademic, graduate settings if the student can demonstrate these skills at the level required in this program. A fee is charged for such evaluation. At least 27 credits must be completed through Nova University for this degree. Transfer credit and equivalent experience credit lighten the workload. However, there is no tuition credit for transferred courses or for equivalent experience granted.

Applicability of Credits toward the CED Doctoral Programs: Students in the Ed.S. program will gain a thorough background in the fundamentals that will be needed for doctoral work in this area. They will have completed some closely related experiences in certain study areas and they should be able to design alternative coursework in certain areas of the computer-based doctoral program that will allow them to accelerate their work in the CED doctorate.

Where Ed.S. courses are identical with the Ed.D./CED program, they may be transferred directly into the doctoral program. At least 24 of the Ed.S. credits (i.e., the Ed.S. core courses) are directly from the Ed.D. program and, thus, may be utilized in the Nova Ed.D. in computer education program.

Graduation Requirements

To be eligible for graduation, the Ed.S. candidate must fulfill the following requirements:

1. Complete the three study areas successfully (six semester hours each for a total of 18 semester hours)
2. Complete the four courses in the selected specialty area (three credits each for a total of 12 credits)
3. Pass one practicum (six semester hours)
4. Participate in the three required summer/winter institutes
5. Be current in all tuition and fees

Total credit for the entire program is 36 semester hours. All requirements must be completed within two years from the date of enrollment into the program. An additional six months may be approved upon petition.

Readmission

Students who have withdrawn and wish to be readmitted must complete a readmission form and be approved for readmission by the Admissions Committee. Students who withdraw and reenter are assessed a readmission fee and are subject to the prevailing tuition rate.

Student Conduct and Rights

Students are expected to comply with the legal and ethical standards of Nova University. Academic dishonesty and nonacademic misconduct are subject to disciplinary action. When questions about procedures, decisions, or judgments arise, counseling is available for discussion and resolution of differences. Students may also have recourse to more formal avenues of appeal and redress. An appeals policy is available upon request from the Director of Student Affairs.

Nova University

Nova University was chartered by the State of Florida in 1964. Numerous graduate programs offer master's, educational specialist, doctoral degrees and postgraduate education. Nova College offers undergraduate education and The University School, a demonstration school, serves children from preschool through high school. In addition, nondegree, continuing education and certificate programs are available.

From the beginning, the University has distinguished itself by its innovative outlook, its unique programs that provide both traditional and nontraditional choices in education programs, and its research in many fields aimed at solving the problems of immediate concern to mankind.

The Nova University campus is located on a 200-acre site west of Fort Lauderdale, Florida, at 3301 College Avenue in the town of Davie.

Nova University is accredited by the Commission of colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University admits students of any race, color, and national or ethnic origin.

Policies and programs set forth herein are effective through June 30, 1988. The regulations and requirements herein, including fees, are necessarily subject to change without notice at any time at the discretion of the Nova University Administration.

FIRST YEAR (24 semester hours)

Term 1

STUDY AREA #1 - DIGITAL COMPUTERS AND TELECOMMUNICATIONS

- CED 7710 - Digital Computers
in Education - 3 credits
CED 7712 - Applications in
Telecommunications and
Networking - 3 credits

STUDY AREA #2 - EDUCATIONAL RESEARCH AND EVALUATION

- CED 7721 - Educational Research
and Evaluation - 3 credits
CED 7722 - Applications of Educational
Research and Evaluation -
3 credits

Term 2

ACTIVITY #3 - PRACTICUM #1

- CED 7701 - Practicum in the
Utilization of Computers in
Education - 6 credits

STUDY AREA #4 - DATABASE MANAGEMENT SYSTEMS

- CED 7745 - Fundamentals of
Database Management Systems -
3 credits
CED 7746 - Applications of
Database Management Systems -
3 credits

SUMMER INSTITUTE - One week in
July in Florida
WINTER INSTITUTE - One week in
January in Florida

SECOND YEAR (12 semester hours)

Term 3

All students will also take four 3-credit
courses in their specialty area
as listed below:

ADULT EDUCATION (AE) SPECIALTY

Students employed in higher education
or adult education will take the
following four courses:

- #1 - CED 5571
Administrative and Management
Applications of New Technology

#2 - CED 7732
Application of CBL Design
Principles in a Structured
Programming Language

#3 - CED 7775
Advanced Pascal

#4 - CED 5575
Specialized Projects in an Adult
Education; Higher Education;
or Vocational, Technical, or
Occupational Setting

ELECTRONIC EDUCATION (EE) SPECIALTY

Students employed in K-12 settings and
majoring in electronic education will
take the following four courses:

- #1 - CED 5571
Administrative and Management
Applications of New Technology

#2 - CED 7732

Application of CBL Design
Principles in a Structured
Programming Language

#3 - CED 7775

Advanced Pascal

#4 - CED 5574

Specialized Projects in a
K-12 Setting

TRAINING AND LEARNING
(TL) SPECIALTY*

Students employed in business or industry, and involved in the use of computers and/or other technology in training settings, and majoring in training and learning will take the following four courses:

#1 - CBL 5531

CAI Authoring Systems

#2 - CBL 5532

Analysis and Design of Computer-
Based Training Programs

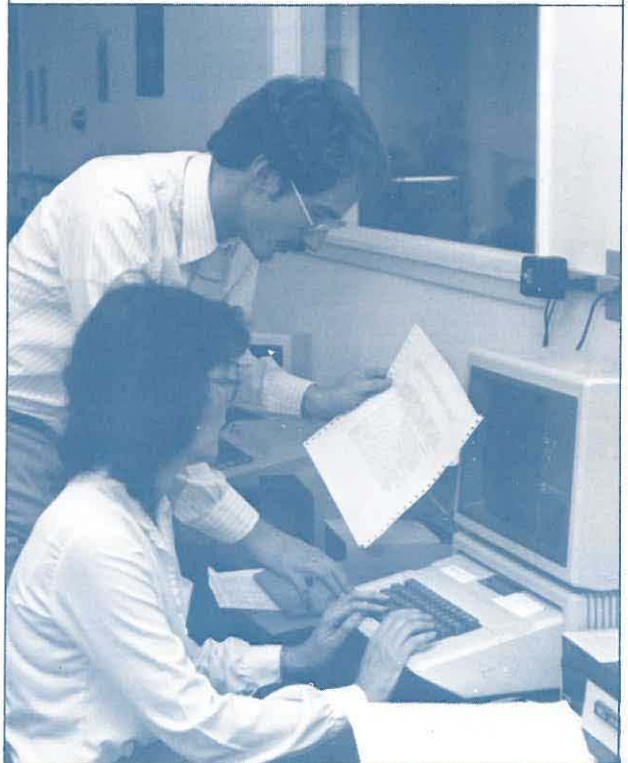
#3 - CBL 5535

Management and Finance of
Computer-Based Training
Programs

#4 - CBL 5536

Special Problems: Case Analyses
in Training

*THESE COURSES ARE OFFERED
THROUGH THE CENTER FOR COMPUTER-
BASED LEARNING



COURSE DESCRIPTIONS

CBL 5531 - CAI Authoring Systems for Computer-Based Learning

Several different authoring systems are presented (LEARN and the Instructional Workbench in the UNIX system, PLATO, TICCIT, PILOT, etc.). Software tools are reviewed along with rules for documentation and formatting of files and directories. Guided design techniques are used in the application of UNIX systems to training programs.

CBL 5532 - Analysis and Design of Computer-Based Training

Analysis of training needs through assessment centers and job analysis strategies are presented. Menu and screen design using shellscreens and windows are presented. Computer conferences include discussions of interactive video and computer programs, CBT courseware development, standards in computer-based learning systems design, and the systems approach to project planning and evaluation.

CBL 5535 - Management and Finance for CBT

Presented in this course, to provide opportunities for students to demonstrate skills in the management of work organizations, are methods of strategic management: strategic planning, portfolio analysis, strategy formulation, leadership, and strategies for changing structure. Concepts in finance include budgeting, cost studies, financial ratio analysis, and funds flow.

CBL 5536 - Case Analysis of Training Programs

Cases from the Harvard Business School Case Service are used by students to develop creative approaches to training program design. Emphasis is placed on designing alternative systems through use of the following methodologies: brainwriting, cross-impact analysis, critiques of science fiction stories, and scenario writing. Computer conferences are used to promote discussion. An online (searchable) database of cases prepared by students serves as a learning resource in this course.

CED 5571 - Administrative and Management Applications of New Technology

Students will become familiar with administrative and management techniques. They will examine various management scenarios to explore ways that new technological developments can improve the management process.

CED 5574 - Specialized Project in the K-12 Setting

Working with a faculty mentor, the student will identify a specific area of the use of high technology in education to investigate in depth. A complete plan must be approved and the final product clearly documented and evaluated.

CED 5575 - Specialized Project in the Adult Education, Higher Education, or VTO Setting

Working with a faculty mentor, the student will identify a specific area of the use of high technology in education to investigate in depth. A complete plan must be approved and the final product clearly documented and evaluated.

CED 7701 - Practicum in the Utilization of Computers in Education

A highly structured process to allow students to investigate and attempt to solve an educational problem that is directly related to their area of work. The microcomputer and/or the online system will be utilized in the solution strategy.

CED 7710 - Digital Computers in Education

Students will begin to develop the skills needed to demonstrate mastery of the key concepts and rules pertaining to the use of digital computers and the UNIX operating system.

CED 7712 - Applications in Telecommunications and Networking

Expanding on their basic skills within the UNIX operating system, students will develop advanced competencies in communications to work with the UNIX environment and to apply this knowledge to access information in other databases via telecommunications.

CED 7721 - Educational Research and Evaluation

Basic statistical concepts and techniques of research design will be mastered and utilized, including the development of a potential practicum proposal.

CED 7722 - Applications of Educational Research and Evaluation

Students will use computer-based research and statistical resources to apply the basic concepts of research and evaluation to educational problems.

CED 7732 - Application of CBL Design Principles in a Structured Programming Language

Students will be introduced to a structured programming language and its value for CBL.

CED 7745 - Fundamentals of Database Management Systems

Students will become familiar with database management systems, hierarchical and relational models, design philosophies, data dictionaries, and data directories.

CED 7746 - Applications of Database Management Systems

Each student will be expected to build his or her own database and to utilize it in an appropriate situation selected by the student. The student will identify major issues and problems and the structure of Management Information Systems (MIS).

CED 7775 - Advanced Pascal

Building on a foundation in structured programming, students will become proficient in the use of the Pascal programming language.

CED ADVISORY BOARD

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Practicum's Administrative Assistant



3301 College Avenue
Fort Lauderdale, Florida 33314

OFFICE USE ONLY

Program _____
Cluster Code _____
Academic Unit _____
Admit Statue _____
Major Code _____ Initial _____
Copy Made _____
(State) _____

ADMISSIONS APPLICATIONS

Center For The Advancement Of Education

MESSAGE TO THE APPLICANT:

If you are interested in applying computer-based technology to the improvement of education and training, fill out this application form -- typed or neatly printed in dark ink. Send the completed form along with your \$30 nonrefundable application fee. Then submit your portfolio, transcripts, and letters of recommendations to complete your application.

Expected Starting Date _____ / _____ / _____ Location _____
Mo. Day Year

Soc. Sec. No # _____ / _____ / _____ Sex: () M () F Date of Birth _____ / _____ / _____
Mo. Day Year

Last Name First Name M.I. Maiden Name

Legal / Permanent Address: Street & Number Apartment

City State Zip () ()
Home Telephone / Business Phone
Ext. _____

Mailing Address While Attending Nova (Local) City State Zip

EMERGENCY Contact:

Name

Address () ()
Home Telephone Business Phone

ACADEMIC GOAL:

- CHECK ONE:**
- ☐ The Doctor of Education
in Computer Education
- ☐ The Educational Specialist
in Computer-Based Learning
- ☐ The Master of Science in
Computer-Based Learning

Please list all colleges and universities attended. Official transcripts from all institutions are required.
Send them to: Nova University
CED Programs
3301 College Avenue
Ft. Lauderdale, FL 33314

Name of College/University	State	Date Started (Mo/Yr)	Date Ended (Mo/Yr)	Major Field	Degree	G.P.A.

Do you intend to transfer any graduate level credits toward your master's degree?
____ Yes ____ No If yes, list: Course number, title, institution, and dates:

CITIZENSHIP STATUS:

____ U. S. Citizen

____ Non-resident Alien

____ Resident Alien

Do you require an I-20? Yes _____ No _____

If you have a visa, indicate Status Code _____

Country of Citizenship _____

Native Language _____

Additional procedures are required for admission of non-resident alien students.

ETHNIC ORIGIN DATA: (This information is required for reporting purposes only)

Check one of the following:

____ White Not of Hispanic Origin

____ Black Not of Hispanic Origin

____ Hispanic Origin

____ Asian or Pacific Islander

____ American Indian or Native Alaskan

APPLICANT STATUS AT TIME OF APPLICATION:

First time attending Nova University? ____ Yes ____ No

CENTER - SPECIFIC DATA:

Background Information: If you have taken any of these, please give approximate results.

TEST RESULTS

GRE: Verbal _____ Math _____ Total _____ Date taken _____
Miller
Analogy: Verbal _____ Math _____ Total _____ Date taken _____
Other: _____

Professional Associations: List all professional organizations that you have belonged to any time within the past three years and any offices that you have held.

OTHER

a. Employment Status:
☐ Full time ☐ Unemployed: ☐ Part time Job Title _____

Employer Name Address (_____) Telephone
b. Prior employment: _____

Essay: Please describe your reasons for pursuing this degree. Include the nature of work that you expect to be involved in after graduating from the program and your long-term goals. Why did you decide to apply to Nova? (Please continue on another page if necessary.)

HOW DID YOU FIRST HEAR ABOUT THIS PROGRAM?

<input type="checkbox"/> Colleague/Friend	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Flyer or Announcement	<input type="checkbox"/> Conference
<input type="checkbox"/> Employer	<input type="checkbox"/> Nova Staff	<input type="checkbox"/> College Professor or Counselor	<input type="checkbox"/> Direct Mail
<input type="checkbox"/> Nova student or graduate	<input type="checkbox"/> Educational Directory	<input type="checkbox"/> Other	
<input type="checkbox"/> Professional Publication	(e.g., Barron's or Peterson's)	(_____)	Please specify

FINANCIAL AID:

Have you applied for Financial Aid? _____ Yes _____ No

Have you filed a College Scholarship Service Financial Aid Form (F.A.F.)?
_____ Yes _____ No

If yes, when was the F.A.F. sent to Princeton, N.J.? _____
Date

I declare that the above information, to the best of my knowledge, is complete and accurate. I agree to abide by all rules and regulations of Nova University.

Applicant Signature _____ Date _____

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University practices a policy of nondiscrimination in employment and admission. Nova University does not discriminate on basis of race, color, age, sex, religion or creed, national or ethnic origin, or handicap.

Portfolio Evaluation Criteria

THE FOLLOWING IS AN EXAMPLE OF THE EVALUATION FORM THAT THE ADMISSIONS COMMITTEE WILL USE TO RATE YOUR PORTFOLIO

AREA:	CRITERIA:	RATING:	
		Low	High
SECTION A. BACKGROUND (35 points possible)			
1) Employment	Provides breath and depth to benefit from this graduate study. Successful educational experiences, teaching, etc.	0	2 4 6 8 10
2) Graduate Courses	Sufficient scholarly background to be ready to handle CED graduate work	0	1 2 3 4 5
3) Computer Literacy	Familiarity with microcomputer operation, social issues, common software	0	1 2 3 4 5
4) Computer Experience	Depth of experience with computers - esp. a variety of microcomputers and tele-communications	0	2 4 6 8 10
5) Workshops	Breadth of exposure to the computer/information field	0	1 2 3 4 5
SECTION B. DISSEMINATION (20 points possible)			
6) Innovations	Creativity, leadership	0	1 2 3 4 5
7) Recognition	Awards, sabbaticals, promotions	0	1 2 3 4 5
8) Professionalism	Involvement in profession and leadership offered	0	1 2 3 4 5
9) Community Involvement	Well-rounded; contributes of self, works well with others	0	1 2 3 4 5
SECTION C. COMMUNICATION SKILLS (40 points possible)			
10) Publication Skills	Good written communication	0	1 2 3 4 5
11) Presentations	Workshops, consulting, oral communication skills	0	1 2 3 4 5
12) Potential	Recognition of strengths, weaknesses, and potential; probable success with these characteristics	0	2 4 6 8 10
13) Professionalism	Grammar, syntax, spelling, professional appearance of materials; originality and creativity in style	0	2 4 6 8 10
14) Miscellaneous	Unique individual comments that support this individual's potential for success	0	1 2 3 4 5
15) Overall	Overall appearance of portfolio	0	1 2 3 4 5

Admissions Portfolio

INSTRUCTIONS:

Use this list of requirements to prepare your portfolio. Although it is not required, we prefer for you to prepare your portfolio on a word processor, with justification to illustrate your skill with this technique. Your portfolio will be evaluated on content and professional appearance. Be sure you review the evaluation form that our admissions committee will use as they examine your portfolio. Where appropriate, you may refer to your attached resume instead of simply repeating the same information. Following each section in your portfolio, insert copies of materials to illustrate your answers.

SECTION A. BACKGROUND

1. Employment History

Give specific job descriptions and dates; attach a copy of your resume and any formal evaluations you have of your teaching.

2. Graduate Courses

List all graduate courses by name that directly relate to this graduate program. Attach a copy of your transcripts (may be an unofficial copy) to give the exact course title, etc.

3. Computer Literacy

Describe your background in computer literacy in terms of the various microcomputers that you have used, your familiarity with the social issues surrounding the use of microcomputers and your familiarity with common software programs.

4. Computer Experience

Describe your experience with micro-, mini-, and mainframe computers, their operating systems and any applications that you have made using computers. Give the nature and length of each major experience. Also describe your experience with telecommunications, programming languages, and authoring systems.

5. Professional Activity

List the workshops, seminars, conferences and special meetings that you have attended with emphasis on those related to computers, media, information, or communications. Give the sponsoring organization and dates where possible.

6. Innovations

List significant improvement projects that you have instituted or attempted to institute; emphasis should be on those done for your institution or organization. Attach descriptions, samples, materials, etc. that relate to these projects.

7. Recognition

Indicate the awards, achievements, promotions or other forms of special recognition that you have received.

8. Professional Activity

List the memberships that you hold in professional organizations and any offices you have held.

9. Community Involvement

Describe the clubs, churches, charities, community groups, committees, etc., to which you donate some of your time and/or money. Emphasize those committees, team projects, etc. on which you worked in a cooperative setting with others.

SECTION C. COMMUNICATION SKILLS

10. Publications

List and attach a copy of the abstract, review, article, thesis, practicum, conference brochure, etc., for each publication, proposal, or report that you have authored.

11. Presentations

List and briefly describe each workshop, consulting experience, or presentation that you have conducted. Include an evaluation or brief summary of your presentation that indicates the quality of your oral presentation skills. Attach an excerpt of conference brochures, news articles, etc., that mention your presentations.

12. Strengths, Weaknesses, And Potential

Prepare a one-page (250 words maximum) statement assessing your strengths and weaknesses. Emphasize why you believe you will succeed in this type of program. Tell what you plan to do as a result of acquiring this graduate or Ed.S. training in computer education. (Typed or word processed; double spaced). Brevity and conciseness are difficult but critical skills.

13. Additional Comments

Add any evidence not called for above that you think will strengthen your portfolio and application.



3301 College Avenue
Fort Lauderdale, Florida 33314

Center For The Advancement Of Education

TRANSCRIPT REQUEST FORM

STUDENT: To request that a transcript be sent from your former school to Nova University, fill in the blanks on both sections.

Dear Alma Mater:

Please send an official transcript of my academic work while attending your institution to Nova University. Return the form below to Nova University.

A. I attended your school from _____ to _____

B. While in attendance my name on your records was:

Last First Middle/Maiden

C. My student identification number was: _____

Thank you for your assistance.

Sincerely,

Signature

DEAR ALMA MATER: PLEASE RETURN THIS FORM WITH TRANSCRIPT, THANK YOU

TRANSCRIPT TRANSMITTAL FORM

Social Security # _____ / _____ / _____ Date _____

Name _____
Last First Middle/Maiden

City _____ State _____ Zip _____

PLEASE SEND _____ COPIES TO NOVA UNIVERSITY _____

Indicate Program Applied for



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3301 College Avenue
Fort Lauderdale, Florida 33314

Center For The Advancement Of Education

RECOMMENDATION FORM

Name of Applicant: _____
(Please print or type) *Last* *First* *Middle*

Home Address _____
(street)

(city) (state) (zip)

The above named person is seeking admission to a computer-based program. The program has been developed for educators seeking to develop advanced leadership skills and the use of computers and telecommunications in education and training. Your recommendation is an important part of the admissions process.

In writing your recommendation, please describe the applicant in terms of his or her (1) commitment to the field of education/training; (2) potential for providing leadership to the field; and (3) ability to succeed in a program requiring the use of telecommunications, a high degree of independent study, motivation, and tenacity.

Your candid estimate of academic and professional performance, intellectual promise, and personal qualities will help the admissions staff reach a decision. Briefly state the value that you believe that this applicant's participation in the program will bring to you, your institution, or the field of education.

To the Applicant: Information Waiver is to be completed by applicant before giving it to source of reference. Pursuant to the Family Education Rights & Privacy Act (Buckley Amendment) enacted on December 31, 1974. I DO _____, I DO NOT _____, waive the right to inspect and review this completed recommendation.

Applicant's
Signature _____

(Please write your recommendation below and on the back or attach a separate letter.)

Signature of person preparing
the letter of recommendation

Name _____

Position _____

Address _____
(street)

(city) (state-zip)

Phone: (____) _____

NOVA



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Fort Lauderdale, Florida 33314

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