

1988

Doctor of Education in Computer Education Overview

Nova Southeastern University

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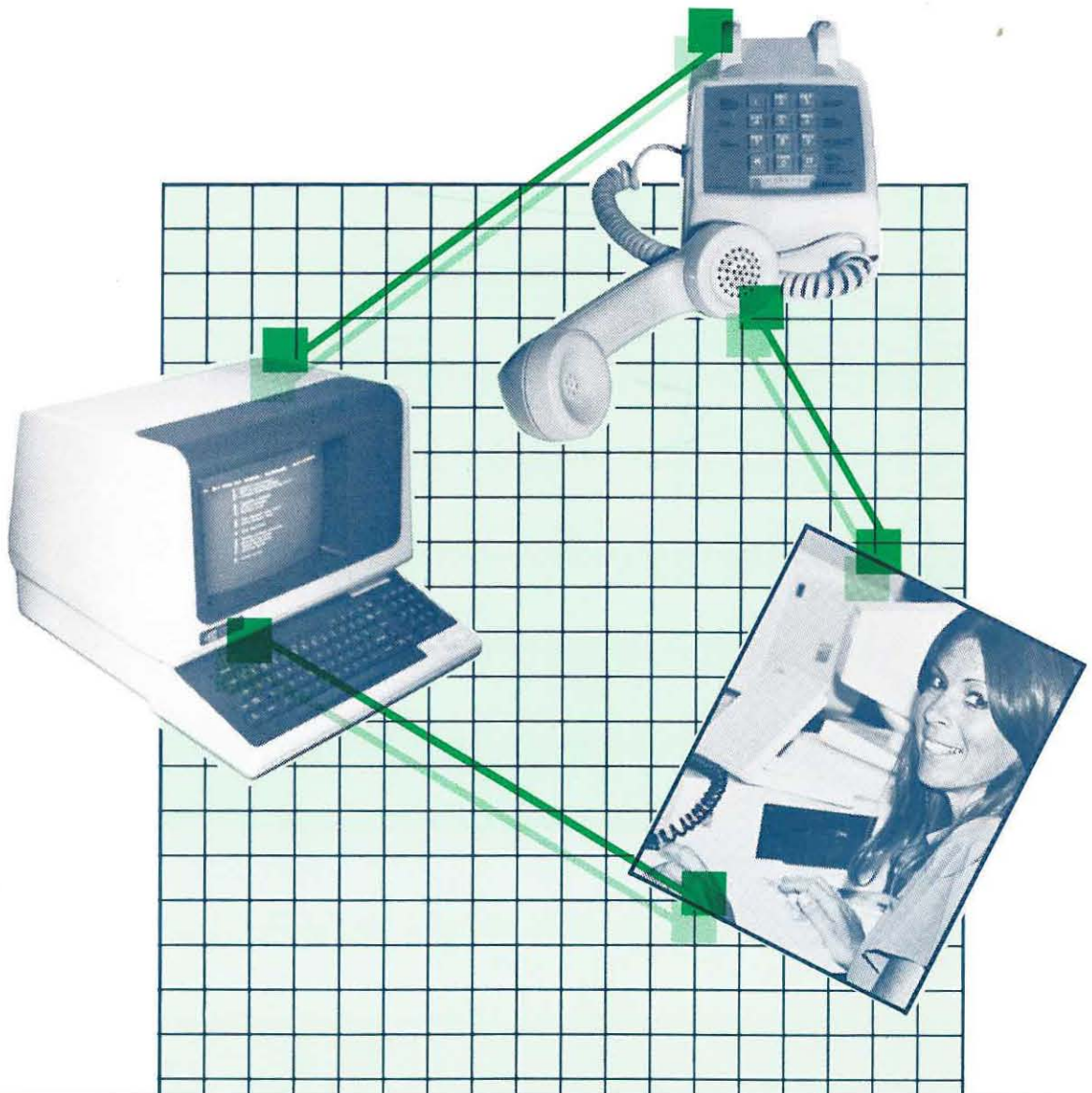
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NOVA



UNIVERSITY

Doctor of Education in Computer Education





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

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 doctor of education (Ed.D.) degree in computer education. Using your own computer, modem, and telephone, you will access the Nova Network through the UNIX* operating system.

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 Practicum
Programs*

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, 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.

THE DOCTOR OF EDUCATION IN COMPUTER EDUCATION

The doctor of education in computer education (Ed.D./CED) program was established in 1984 at Nova University to provide effective leadership to help improve the field of education through effective use of this technology. The program was designed for practitioners working in an educational or training setting. Effective educators with experience in programming at university, college, or K-12 levels, as well as trainers in business and government, are eligible to apply for this opportunity to become skilled in telecommunications, software design, and educational applications of research and theory. Participation in the program is open to qualified individuals who have access to Tymnet. Students currently enrolled in this program are from all regions of the United States and Canada as well as several foreign countries.

The Cohort Concept

The Ed.D. in computer education is a computer-based program that is 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. One cohort begins each January, the second cohort starts in July. Individuals are expected to

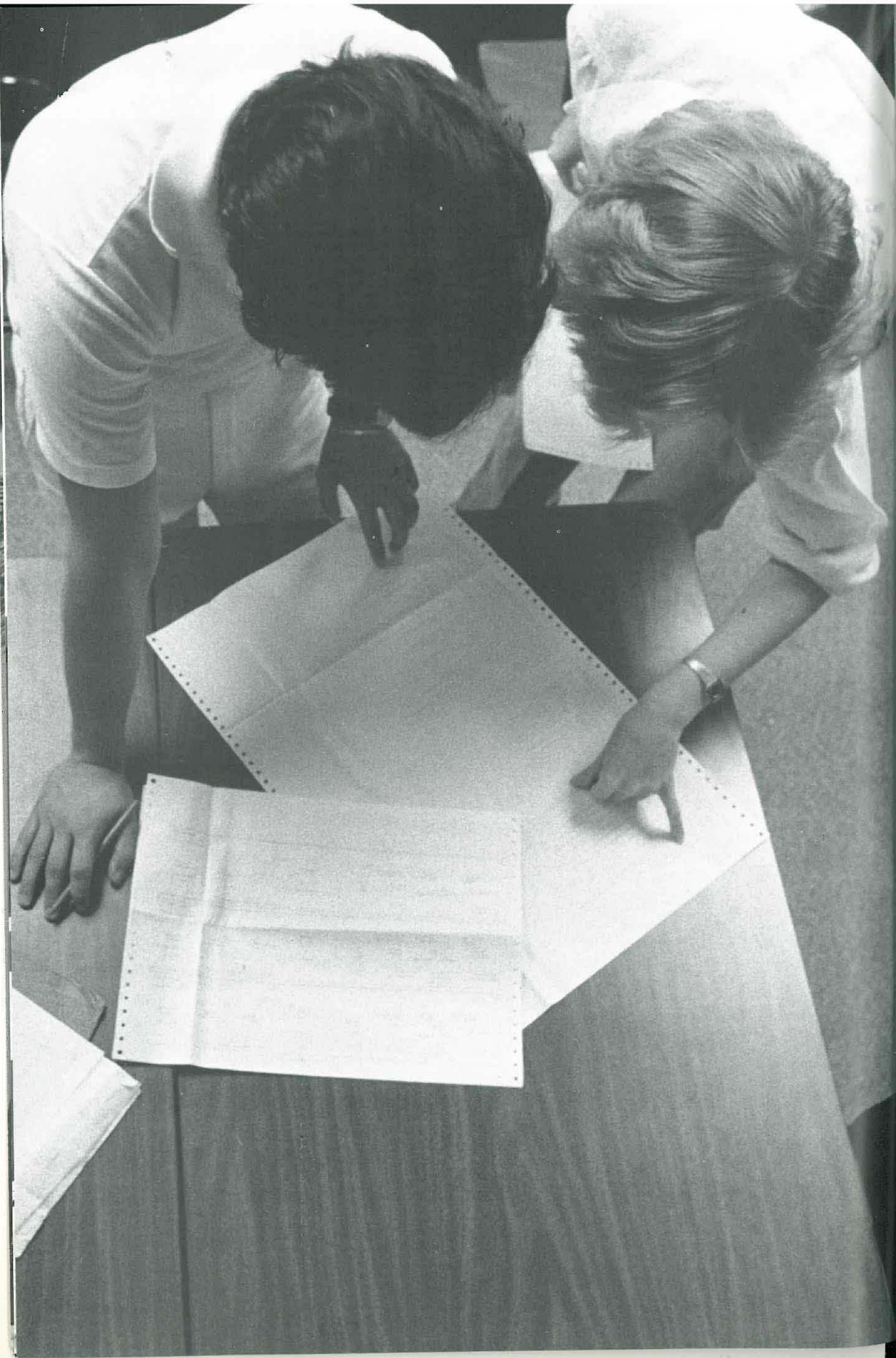
apply and begin their online introductory work in the program up to five months before the official starting date for their cohort.

The most salient aspect of this field-based approach is 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 environments.

The significance of this structured intermingling of study and practice is summed up in the following point: in most traditional doctoral programs, the ability to perform as an outstanding practitioner is assumed to be a consequence of earning the degree. In this Nova University program, it is a condition for earning the degree.

Program Overview

The four major components in the program are 1) eight online study areas, 2) a professional experience project (PEP), 3) two one-week institutes each year, and 4) three practicums. Students select an area of specialization within the degree during their second term in the program.



Study Areas

The program includes completion of eight formal study areas. Each study area, directed by a senior national lecturer, introduces students to the topic through a videotape, a printed study guide, and structured online and offline activities beginning approximately one month before each institute. Students meet with the national faculty at the institute sessions; they then have four months to complete the study area. Assignments and questions are submitted electronically to the faculty. Exams for the study areas are administered at the institute meetings.

Professional Experience Project (PEP)

Each student must plan and implement an individual professional growth and dissemination experience project and have it approved. It must contain the equivalent of participation at two annual conferences of a major professional association related to computer-based learning including presentations and service to the profession. It must also incorporate other activities designed to enable the student to grow professionally.

Summer and Winter Institutes

All students are brought together from across the country to meet in Florida twice a year for one-week institutes. Each summer and winter, a formal institute is held in South Florida for at least a full week (up to nine days) to complete the following activities: presentations, informal interactions, lectures, discussion, and seminar activities in two new study areas; and completion of exams. Emphasis at the institutes is on the key issues in computer education. Students are required to provide their own lodging, meals, and travel expenses for these



“I am impressed by the quality of this innovative doctoral program. Its computer-based design prepares its graduates to be leaders in the field of computer education and administration. The unique structure of this program also removes the barriers of time and space, making education more available to those who desire it.”

Betsy Twohy, New Jersey

institutes. International students may spend one month on campus in the summer (i.e., July) in lieu of the winter institute.

Practicums

Practicums are applied research projects designed to promote solutions to current problems in the students' institutions or their professional fields through the application of microcomputers and/or telecommunications. Students must successfully complete three practicums. The third practicum is the major practicum; it is of broader scope and impact than the first two practicums.



“I find the ability to communicate online with students and staff one of the real strengths of the programs. I feel that I have more communication with instructors in this program than I do when I take an on-campus course here in Colorado.”

William Dudley

Programming Proficiency

It is the responsibility of each student, during the first two years of the program, to acquire--outside the program--and to be able to demonstrate competency in advanced BASIC and introductory Pascal programming. This must be completed prior to registering for Study Area #7 (Advanced Structured Programming) in the student's third year.

Communication Process

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 computers and personal micro-computers. Using modems with their personal computers, students can connect to Nova's computers by calling local phone numbers in the evenings and on weekends.

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. Many foreign countries have access to Tymnet numbers; however, there may be additional charges for connection into the United States. Student tuition includes up to 100 hours of domestic connect time on Nova's computer for each student year. 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 online with professors and with other students about projects and problems. 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; to receive bulletins concerning the program; and to participate online in scheduled electronic classroom sessions.

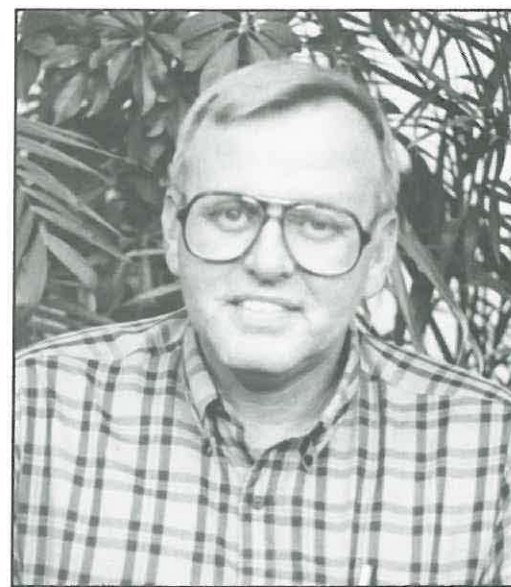


“Two years ago I joined the computer education (CED) program. I have developed many new areas of interest. I wouldn't trade it for anything. I'm beginning to wonder what I will do with all my free time after I complete this degree program.”

Jack Fueyo

Written Assignments and the Practicum Archive

Most written assignments are entered online. Students are required to satisfactorily complete three practicums that address significant problems in their own organizations. These projects are reviewed, corrected, and sent back to the students' home directories to be read, reacted to, and filed by the student.



“I have found that the program provides a great challenge and great rewards to the student. There is more opportunity for interactions with the professors on a professional level than in a regular university setting. The ability to apply directly the substance of the courses adds a great deal of relevance to the entire learning process.”

Robert Flaherty, Maryland

Sequence of Instruction

Following acceptance and payment of the service fee, new students usually 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 his/her equipment to communicate electronically. Students then begin formal coursework with their cohort in the instructional sequence as listed on page 14.

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

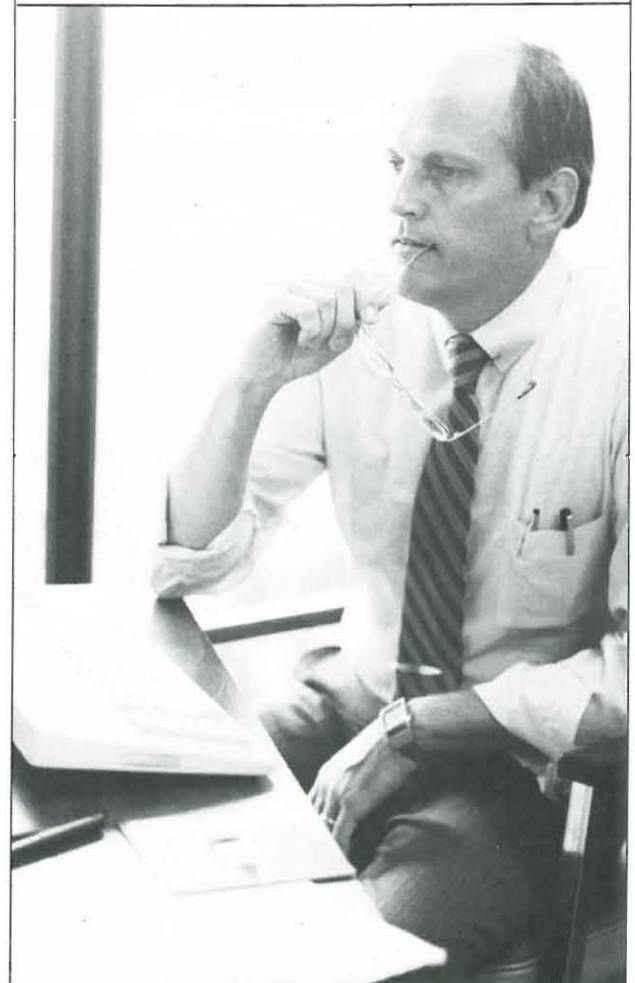
PROGRAM ADMINISTRATION

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.

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 and
7. Demonstration of effective oral communication skills through a formal oral interview.



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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.

Doctoral students going beyond three years go into continuing services. Students in continuing services may extend for a one or two six-month periods at an additional charge of one-half of the then-current tuition. A third 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 charges.

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 each year of the Ed.D. program. These hours are not cumulative. Additional hours are billed at the then-current rate. The hours for online operation are between 7 P.M. and 6 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
• Service fee	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*

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.

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) grade. 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 additional time 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 post-master's work earned within the past ten years for the same or equivalent coursework. Transfer credit lightens the work-load; however, there is no tuition credit for transferred courses.

Applicability of Credits toward the CED Doctoral Programs: 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.D. candidate must fulfill the following requirements:

1. Complete the eight study areas successfully (six semester hours each for a total of 48 semester hours)
2. Successfully complete three practicums (twenty four semester hours)
3. Participate in the six required summer/winter institutes
4. Complete the individually approved PEP Plan.
5. Pass the Comprehensive Review
6. Be current in all tuition and fees

Total credit for the entire program is 72 semester hours. All requirements must be completed within four 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.

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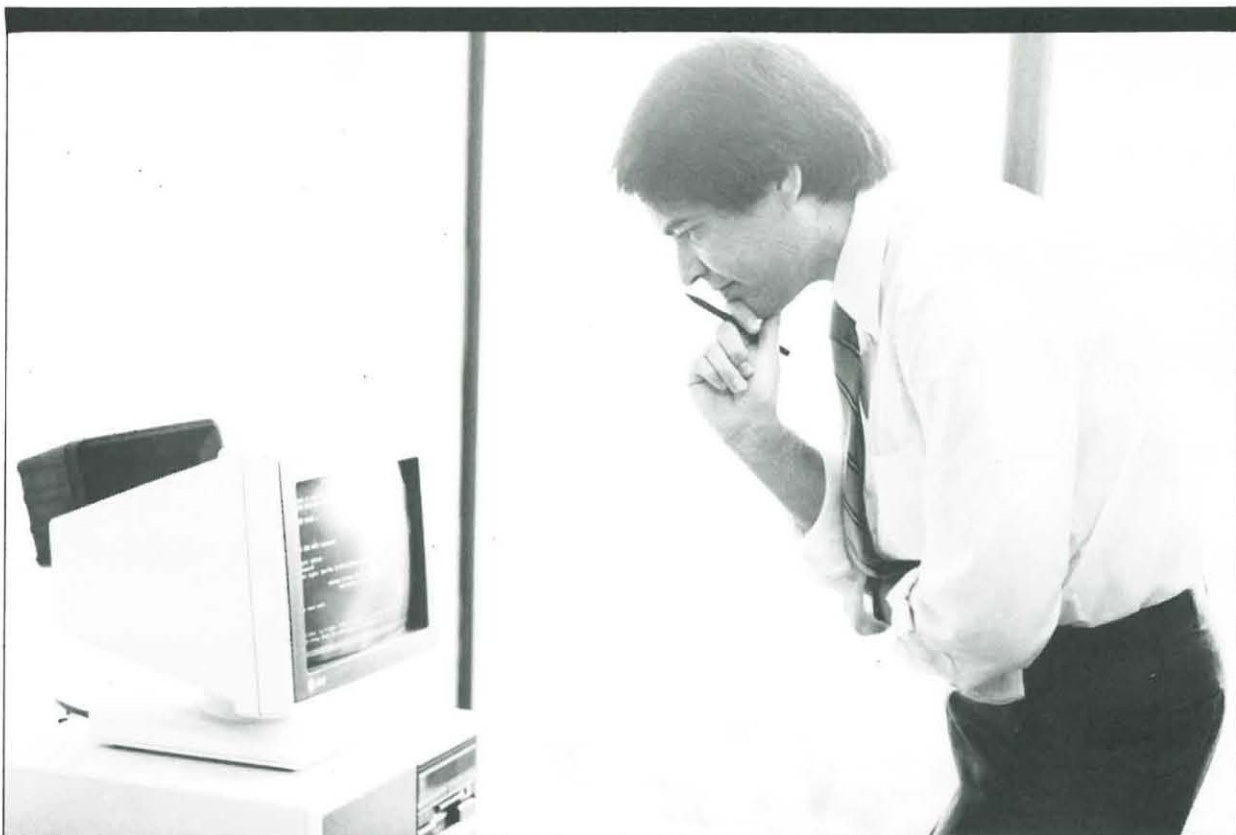
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Student Conduct and Rights

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.

The Doctor of Education in Computer Education Curriculum Sequence and Course Descriptions

The following represents a typical schedule for students starting in either the January or the July cohort. It is recommended that, when practical, students begin their introductory online work three to five months before the scheduled cohort start date.

FIRST YEAR

Term 1

STUDY AREA #1
Digital Computers and
Telecommunications

STUDY AREA #2
Educational Research and
Evaluation

Term 2

STUDY AREA #3
Learning Theory and
Computer-Based Learning

PRACTICUM #1

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

SECOND YEAR

Term 3

STUDY AREA #4
Database Management Systems

STUDY AREA #5
Courseware

Term 4

STUDY AREA #6
Intelligent Instructional Systems

PRACTICUM #2

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

THIRD YEAR

Term 5

STUDY AREA #7a
Advanced Structured
Programming (Pascal)

STUDY AREA #8
Management & Leadership
in the Use of Technology

Term 6

STUDY AREA #7b
Advanced Structured
Programming ("C")

PRACTICUM #3

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

Study Area #1- Digital Computers and Telecommunications

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 in the UNIX environment and to apply this knowledge to access information in other databases via-telecommunications.

Study Area #2- Educational Research and Evaluation

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.

Study Area #3- Learning Theory and Computer-Based Learning (CBL)

CED 7735-LEARNING THEORIES

The basic theories of learning, the use of these theories in the management of learning, and the application of learning theory and research to computer-based learning constitute the main focus of this course.

CED 7736-CURRICULUM DESIGN AND COMPUTER-BASED LEARNING (CBL)

During this course, students will explore various curriculum theories and become familiar with common instructional design models. Students will explore the psychology of software design and the relationship of curriculum design to computer-based learning so they can create a curriculum project.

Study Area #4- Database Management Systems

CED 7745-FUNDAMENTALS OF DATABASE MANAGEMENT SYSTEMS

Students will become familiar with database management systems, hierarchal 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 to utilize in an appropriate situation selected by the student. The student will identify major issues, problems, and the structure of Management Information Systems (MIS).

Study Area #5- Courseware

CED 7755-COURSEWARE DESIGN FOR COMPUTER-BASED LEARNING (CBL)

This course enables students to explore such topics as principles involved in authoring systems; graphics; documentation design and formatting; packaging and marketing software and courseware for training and educational programs; computer-managed instruction; courseware evaluation and selection guidelines; copyrighting; software development tools; database management techniques in courseware; and educational applications of video disc systems.

CED 7756-APPLICATIONS OF SOFTWARE AND COURSEWARE DESIGN PRINCIPLES

Students will be required to demonstrate their knowledge of courseware design principles by designing and implementing a project in which selected principles may be applied.

Study Area #6- Intelligent Instructional Systems

CED 7765-INTRODUCTION TO SYSTEMS ANALYSIS AND PROBLEM SOLVING

By investigating the skills and techniques needed to analyze computer system design problems, students will become able to propose alternative problem solving approaches. Development and design, research, queueing theory, problem analysis, simulation, and modeling will be included in the topics explored.

CED 7766-ARTIFICIAL INTELLIGENCE SYSTEMS

Students will examine the broad applications of classical models of intelligent computer-assisted instructional (ICAI) systems. Topics to be explored will include expert systems and shells, analysis and evaluation of ICAI systems, and worldwide developments in "smart" educational systems.

Study Area #7- Advanced Structured Programming

CED 7775-ADVANCED PASCAL

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

CED 7776-THE "C" PROGRAMMING LANGUAGE

Following structured programming techniques, the "C" programming language will be used to enable students to develop original programs and to convert Shell scripts into more efficient "C" programs.

Study Area #8- Management & Leadership in the use of Technology

CED 7785-MANAGEMENT TECHNIQUES

Students will acquire a basic understanding of administration and management at all levels of organizations. The roles of administrators and teachers and the impact of technology on effective management will be explored. Case studies, readings, and discussions on areas such as policy formation, strategic planning, MBO, budgeting, and proposal writing will help provide students with working management tools.

CED 7786-LEADERSHIP IN EDUCATION AND TRAINING

The importance of organizational health will be explored as students use case studies and readings. Discussions will be used to help students investigate the effective use of committees; the methodology of conflict resolution; and techniques for effective supervision, brainstorming, decision making, consultation, and communication skills. Futuristics and situational leadership models and theories will develop leadership in the use of technology in educational and training settings.

Practicums

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 7702-PRACTICUM IN THE UTILIZATION OF COMPUTERS IN THE PROBLEM-SOLVING PROCESS

The practicum process will be utilized to identify and solve a problem that is amenable to the use of computers for its solution. There is to be an interaction between the graduate study completed and the working environment of the practicum.

CED 7704-MAJOR PRACTICUM: PROPOSAL

A detailed online proposal describing a potential problem in a professional situation that the student can attempt to solve. The solution must attempt to lead to significant improvement in educational practices through the



“With Nova’s program it is possible to continue working full time and still be able to earn a doctorate in computer education. I have found the courses interesting and relevant to furthering my career.”

Glenda Dudley

utilization of technology. The proposal must adhere to the form and style specified by the current version of the Ed.D./CED Major Practicum Guidelines.

CED 7705-MAJOR PRACTICUM: REPORT

Implementation of the approved Major Practicum is to result in a comprehensive report. The final report is submitted online so it is “searchable” by others and can add to the base of knowledge. The final report and/or the proposal must be shared orally at a program institute with colleagues in the program. The report format must adhere to the current version of the Ed.D./CED Major Practicum Guidelines.

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STEPHEN I. SIPLET, Ed.D.
Director, Student Affairs

LINDA SWAILS
Operations Manager

JUDY WILLIAMSON
Administrative Assistant, Practicums



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 showing all graduate work 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:

CED courses to be replaced:

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.)

gree G.P.A.

___ No ___

Code _____

askan

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 title: _____ 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.

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 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.

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 skills	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



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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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City State Zip

PLEASE SEND _____ COPIES TO NOVA UNIVERSITY _____ Indicate Program Applied for



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Fort Lauderdale, Florida 33314

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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: (____) _____



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(street)

(city) (state) (zip)

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Applicant's
Signature _____

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

state-zip)

Signature of person preparing
the letter of recommendation

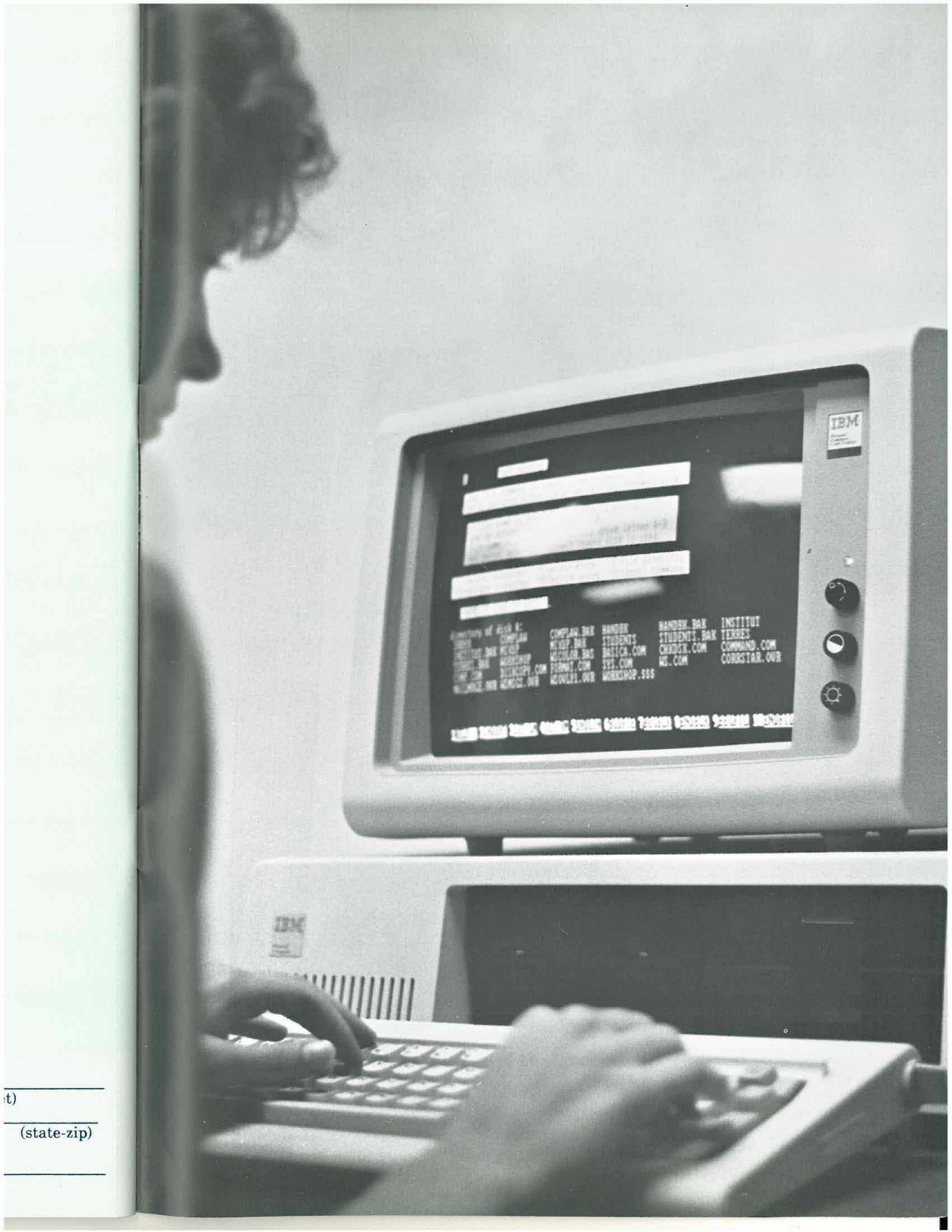
Name _____

Position _____

Address _____
(street)

_____ (city) _____ (state-zip)

Phone: (____) _____



Directory of disk 4:

COMPLA	COMPLA.BAK	HANDE	HANDE.BAK	INSTIT
WIKIP	WIKIP.BAK	STUDEN	STUDEN.BAK	TERRES
BAIICA	BAIICA.COM	CHXDEX	CHXDEX.COM	COMMAN
FORMY	FORMY.COM	SES	SES.COM	MS.COM
WORKSH	WORKSH.555			CORRST

t)

(state-zip)



CENTER FOR THE ADVANCEMENT OF EDUCATION
3301 College Avenue
Ft. Lauderdale, FL 33314

National and Broward (305) 475-7445
Florida WATS (800) 432-5022 Ext 7445
Dade County 940-6447 Ext. 7445