



California State University, Long Beach
College of Education, Graduate Studies
1250 Bellflower Boulevard, EED-7
Long Beach, CA 90840-2201
562-985-8476

INFORMATION AND APPLICATION PACKET

MASTER OF ARTS IN EDUCATION OPTION IN EDUCATIONAL TECHNOLOGY AND MEDIA LEADERSHIP AND/OR TEACHER LIBRARIAN SERVICES CREDENTIAL

www.csulb.edu/edtech
www.csulb.edu/lmt

APPLICATION DEADLINES

FOR SPRING 2018 ADMISSION: 11/01/2017

FOR FALL 2018 ADMISSION: 4/15/2018

PLEASE NOTE THAT APRIL 15, 2018 IS A WEEKEND. PROGRAM APPLICATION MATERIALS WILL BE ACCEPTED ON MONDAY, APRIL 16, 2018, HOWEVER THE UNIVERSITY APPLICATION ON CAL STATE APPLY MUST BE SUBMITTED BY APRIL 15, 2018. APPLICATIONS MUST BE RECEIVED BY THE DEADLINE, POSTMARKED APPLICATION MATERIALS WILL NOT BE ACCEPTED.

***PLEASE NOTE THAT INTERNATIONAL APPLICANTS MUST APPLY TO THE UNIVERSITY BY 10/01/2017 FOR SPRING 2018 CONSIDERATION, OR BY 04/01/2018 FOR FALL 2018 CONSIDERATION.**

Last updated: July 2017

PROGRAM INFORMATION

The CSULB Educational Technology and Media Leadership program prepares its graduates to capitalize on the potential of educational technology and media to improve learning in educational, corporate, and public service settings. The program prepares graduates for leadership roles in schools, educational institutions, and other agencies; it also provides training in instructional design, multimedia development, e-learning, resource management, and builds a foundation for individuals planning to pursue doctoral degrees. Graduates learn strategies for applying theoretical perspectives to use technology in the service of practical problems. They learn to evaluate, design, develop, and effectively use technology and other media for educational purposes. Students may also earn a Teacher Librarian Services credential as part of their master's program. Students may choose to pursue both the master's and credential, the master's only, or the Teacher Librarian Services credential only.

MISSION STATEMENT

The program's overall mission is enhancing learning through the use of technology and media. In connection with this mission, the program educates graduates who understand technology and other media in relation to their societal and cultural context, critically evaluate benefits and limitations of technologies, and build on ways of using technology and media towards socially positive ends. The program also supports the mission of the College of Education, which prepares professional educators and practitioners who promote equity and excellence in diverse urban settings through effective pedagogy, evidence-based practices, collaboration, leadership, innovation, scholarship, and advocacy. In addition, the Teacher Librarian Services Credential provides an academic foundation for professional leadership in library and information professions.

PROGRAM GOALS

The M.A. in Education, Option in Educational Technology and Media Leadership supports students preparing for careers in educational areas that involve the use of instructional technology:

- K-12 teachers
- Technology coordinators, media specialists, librarians, information professionals, administrators, trainers
- Faculty and staff at colleges and universities working in educational technology
- Educational software and multimedia developers

Graduates of the program may also assume leadership roles related to educational technology. Additionally, the program provides foundational knowledge for students preparing for doctoral studies.

PROGRAM LEARNING OUTCOMES

- Apply knowledge of multicultural, ethical, and legal issues pertaining to using information and communications technologies within the global community
- Synthesize leadership principles within the practice of information and educational technology
- Apply instructional design principles to locate, evaluate and develop educational materials
- Integrate theoretical perspectives to review, interpret, and apply research in learning technologies
- Demonstrate effective written, electronic, and oral communications that reflect critical thinking and information literacy
- Design, develop, implement, and assess learning experiences

Additionally, students pursuing the Teacher Librarian Services Credential:

- Promote reading for learning, personal growth and enjoyment
- Organize collections according to standard library cataloging and classification principles

PROGRAM REQUIREMENTS

Admitted students should consult with their advisor regarding appropriate course selection. It is important that candidates take courses in the advised sequence. Candidates will therefore need to be available to take courses at the day, time, and semester they are offered. Applicants are expected to have a working knowledge of word processing, databases, spreadsheets, desktop publishing, presentation software, Internet searching, and email. Core ETEC courses are typically offered on weeknights beginning at 5:00PM and/or on Saturdays, subject to change.

MASTER'S DEGREE REQUIREMENTS

The M.A. in Education, Option in Educational Technology and Media Leadership requires 30 units minimum, with at least 21 units in the 500/600 level series taken at California State University, Long Beach. In consultation with the advisor, a comprehensive examination, project, or thesis is selected as the culminating experience.

CORE COURSES (21 UNITS)

A. *Research Methods, choose one of the following:*

- EDP 520 Quantitative Research Methods in Education (3 units) (prerequisite: EDP 400 or equivalent)
- EDP 595 Qualitative Research Methods in Education (3 units) (prerequisite: EDP 400 or equivalent)

B. *Educational Technology*

- ETEC 510 Foundations of Educational Technology and Media (3 units)
- ETEC 523 Information and Digital Literacies (3 units)
- ETEC 525 Digital Culture and Society (3 units)
- ETEC 530 Leadership in Technology and Media (3 units)
- ETEC 551 Education and the Internet (3 units)
- ETEC 570 E-Learning Design and Development (3 units)

ELECTIVES (3-6 UNITS)

In consultation with the faculty advisor, students will select 3-6 additional units to reach 30 unit minimum for degree. Options include, but are not limited to, the following (3 units per course):

- A. Advanced Technology: ETEC 529, 535, 580
- B. Library and Information Science: ETEC 540, 545
- C. Other courses including those outside the College of Education (e.g. Business, Communication Studies), chosen in consultation with program advisor

EXIT REQUIREMENT (3 - 6 UNITS)

Electronic portfolio with interview, and one of the following chosen in consultation with program advisor:

- ETEC 695 Seminar in Educational Technology (3 units) and pass a Comprehensive Examination
- EDP 699 Project (6 units taken over two semesters) with Written Project Report
- EDP 698 Thesis (6 units taken over two semester)

TEACHER LIBRARIAN SERVICES CREDENTIAL REQUIREMENTS

Students pursuing the Teacher Librarian Services Credential will complete **all** of the following for 27 total units:

- The following 24 units of coursework from the Master's degree:
 - Master's Core - ETEC 510, 523, 525, 530, 551, and 570
 - Master's Electives - ETEC 540 and 545 (*previously ELIB 530A, 540*)
- ETEC 580 Field Experience (3 units)

ADVANCEMENT TO CANDIDACY

Advancement to candidacy takes place after you have completed at least one or two semesters of the program. All pre-requisite courses must be completed to advance. Please note that full admission to a master's degree program occurs once you are advanced to candidacy. Advancement to Candidacy signifies approval of a plan of study by your department and the College of Education, and grants you assurance of Catalog rights as a formal graduate student in a program.

REQUIREMENTS TO ADVANCE TO CANDIDACY

- Fulfill the Graduate Writing Assessment Requirement (GWAR). Visit www.csulb.edu/GWAR for details.
- Complete at least 6 units of program requirements.
- Maintain a 3.0 grade point average in all course work.
- Resolve all incomplete grades.
- Complete Advancement to Candidacy form with advisor and submit signed form to the Office of Graduate Studies (EED, room 7).

It is highly recommended that you become familiar with the California State University, Long Beach University Catalog (www.csulb.edu/catalog). It will assist you in the planning of your program as well as understanding the policies and procedures governing the University. It is your responsibility to know and follow those policies and procedures.

ADVISING INFORMATION

Prospective students for the master's program may contact the Program Coordinator, Dr. Stephen Adams at 562-985-5498 or Stephen.Adams@csulb.edu.

Prospective students for the librarianship credential may contact Dr. Lesley Farmer at 562-985-4509 or Lesley.Farmer@csulb.edu.

APPLICATION PROCESS

Graduate applicants must apply to the university AND to a specific graduate program simultaneously by the deadline listed on the first page of this packet. Admissions decisions are made at the program level by the faculty. It is essential to follow the guidelines for applying to both the university and program. Failure to do so, and to do so in a timely manner, may result in not being considered for program and/or university admission. If you have questions about completing either application, please contact the Graduate Studies Office at 562-985-8476 or ced-gradstudies@csulb.edu.

Admission cannot be deferred. If an applicant who is admitted to the program is unable to attend for the semester and year they were admitted, they will need to re-apply to both the university and the program for a future semester and year.

APPLICANT ELIGIBILITY

The following are required for admission to the program:

1. Baccalaureate degree from an accredited college or university.
2. Minimum 3.00 overall grade point average in last degree (not credential or certificate) earned from an accredited institution of higher education. Applicants whose overall GPA is less than 3.00 but meet the University minimum GPA requirement (2.50 for a completed baccalaureate degree or 2.70 for a baccalaureate degree in progress) and who present compelling evidence of academic and professional potential either through recent academic performance and/or experiential background, may be considered for admission at the discretion of the program admission committee.
3. Students are expected to have a working knowledge of word processing, databases, spreadsheets, desktop publishing, presentation software, Internet searching, and email.
4. International applicants have additional university application requirements including meeting the English language proficiency requirement. Please visit The Center for International Education (CIE) website at www.csulb.edu/cie for more information.

UNIVERSITY APPLICATION PROCEDURES

You must submit a Graduate/Post-Baccalaureate Admissions Application online at Cal State Apply www.calstate.edu/apply accompanied by the \$55 nonrefundable application fee by the program application deadline. **Important: You must submit 1 set of official transcripts for ALL colleges and universities attended (including community college(s), bachelor's degree(s), all post-baccalaureate and extension coursework) to:**

California State University, Long Beach
Enrollment Services
1250 Bellflower Boulevard, Brotman Hall 123
Long Beach, CA 90840-0106

You are not required to submit transcripts to the College of Education, but it is critical that you submit your university application and the transcripts prior to the program application deadline. This will allow the College of Education faculty and staff access to your transcripts as part of the review of your program application.

The Graduate Studies Office has created a tutorial for submitting the university application on www.calstate.edu/apply.

If you are applying for the MA-only program or the MA + credential program, please follow this tutorial: <http://www.ced.csulb.edu/documents/how-submit-csa-application-master-degree>.

If you are applying for the credential-only program, please follow this tutorial: <http://www.ced.csulb.edu/documents/how-submit-csa-application-advanced-credential>

For technical assistance contact the Cal State Apply Tech Help Desk, Call: (857) 304-2087 or

Email: CalStateApply@liaisoncas.com

PROGRAM APPLICATION PROCEDURES

The program application may be found on pages 9-12 in this packet. All materials must be received by the program application deadline. **Applications may be submitted in-person or via traditional mail. Electronic submissions are not accepted.** Send materials to the Graduate Studies Office as one complete packet containing all documents listed on the Application Checklist (Please do not submit items separately):

California State University, Long Beach
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All Program Admission Application documents must be received as one complete packet by the Office of Graduate Studies, EED-7. Application packets must be submitted on or before the deadline for enrollment consideration. Applicants will receive an email notification once their application has been processed by the Graduate Studies Office.

INTERNATIONAL APPLICANTS

We encourage international applicants to consider our graduate degree and advanced credential programs. International applicants planning to attend on a J1 or F1 VISA have additional requirements for admission, and can find admission information at the [Center for International Education](#).

APPLICATION PROCESS – TWO STEPS

1. **STEP ONE: Apply to the university**
 - a. Complete an application through Cal State Apply www.calstate.edu/apply
 - b. See this checklist from the Center for International Education for all items required <http://www.ccpe.csulb.edu/International/about.aspx?pid=6>
2. **STEP TWO: Apply to the program**
 - a. Read all pages of this information and application packet.
 - b. Complete pages 9 & 10 of this packet.
 - c. Gather all of the items listed in the “Application Checklist” on page 10 of this packet.
 - d. Mail the program application materials (such as letters of recommendation and personal statement) to the College of Education Graduate Studies Office by the [deadline](#):

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- e. Please note that some programs have earlier deadlines for international (F1 or J1 VISA) applicants. Please verify all deadline dates in the application packet on the [Program Deadlines and Application Packets page](#).

ADMISSION PROCESS FOR ALL APPLICANTS

PHASE 1: PROGRAM APPLICATION PAPER REVIEW

You must submit all of the items listed on the program application. The Admissions Committee will review the program application materials approximately four weeks after the deadline. You will be notified by email regarding the status of your application. The program coordinator may contact you with questions about your application.

PHASE 2: ORIENTATION

Candidates who are invited for admission will be invited to an orientation meeting with the program coordinator.

UNIVERSITY POLICIES

DISCLAIMER

California State University, Long Beach (CSULB) admits students of any race, religion, age, color, creed, gender, disability, sexual orientation, or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at CSULB. CSULB does not discriminate on the basis of race, religion, age, color, gender, disability, sexual orientation, or national or ethnic origin in the administration of its educational policies, admission policies, employment policies, or any other programs administered by the University.

In addition to meeting fully its obligations of nondiscrimination under federal and state law, CSULB is committed to creating a community in which a diverse population can live and work, in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs.

FINANCIAL AID

Students admitted to the Teacher Librarian Services credential program who intend to complete the credential-only option are not eligible to receive Federal Financial Aid.

POLICY STATEMENT

California State University, Long Beach (CSULB) recognizes its affirmative and continuing responsibility to protect the confidentiality, maintain the integrity, and ensure the availability of its information assets. Unauthorized modification, deletion, or disclosure of information assets can compromise the integrity of the mission of CSULB, violate individual privacy rights, and possibly constitute a criminal act. It is the policy of California State University, Long Beach to ensure:

- Confidentiality of personally identifiable information;
- Integrity of data stored on or processed by CSULB information systems;
- Availability of information stored or processed by CSULB information systems;
- Maintenance and currency of applications installed on CSULB information systems; and
- Compliance with applicable laws, regulations, and CSU/CSULB policies, standards, and procedures governing information security and privacy protection.

STUDENT DOCUMENT RETENTION

All records, which include recommendations, shall be kept by the campus in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, which allows students access to their records.



APPLICATION FOR ADMISSION

Master of Arts in Education
Option in Educational Technology and Media Leadership and/or Teacher Librarian Services Credential
California State University, Long Beach

The information on pages 9-10 of this packet may be typed or hand-written.

SEMESTER:

YEAR:

OBJECTIVE (SELECT ONE):

- MA in Education, Option in Educational Technology and Media Leadership only
- Teacher Librarian Services Credential only
- MA in Education, Option in Educational Technology and Media Leadership **and** Teacher Librarian Services Credential

PERSONAL INFORMATION

First Name: Last Name: MI:

Other Names, if applicable (for example, maiden name):

Home Address:

City: State: Zip Code:

Preferred Phone: Alternate Phone:

Email Address:

Languages Spoken Other Than English (optional):

ACADEMIC BACKGROUND

College/University	Program/Major	Dates Attended	GPA	Degree Earned

CREDENTIALS HELD, IF ANY

Credential	Issuing Agency	Date granted	Expiration date

EMPLOYMENT EXPERIENCE

Employer	Location	Position	Full or Part Time	Dates
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-----	-----	-----	-----	-----
-----	-----	-----	-----	-----

VOLUNTEER EXPERIENCE

Agency / Organization	Location	Nature of Experience	Hours per week	Dates
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-----	-----	-----	-----	-----
-----	-----	-----	-----	-----

REFERENCES (MAY BE THE SAME AS THOSE WRITING LETTERS OF RECOMMENDATION)

Name	Title	Relationship	Contact Information
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-----	-----	-----	-----

PROGRAM APPLICATION CHECKLIST:

You must provide all of the items listed below. Please do not submit pages 1-8 of this packet.

- Application for Admission (pages 9-10 of this packet)
- Résumé
- Personal statement (guidelines on page 11 of this packet)
- Three letters of recommendation (guidelines on page 12 of this packet)
- For applicants to credential-only or MA and credential program: Copy of CA teaching credential

Applicants will receive an email once their application has been processed.

My signature below certifies that I have read the program information and I am familiar with the program's goals, mission, requirements, and procedures as posted.

Applicant's Signature:

Date:



PERSONAL STATEMENT

Master of Arts in Education

Option in Educational Technology and Media Leadership and/or Teacher Librarian Services Credential
California State University, Long Beach

Please submit word-processed answers to the following questions. Your answer should not exceed three pages, double-spaced with a 12-point font.

1. Please discuss your career goals, educational background, and professional experience. Be sure to include your previous background with computers and information technologies.
2. As applicable, describe why you feel that obtaining an M.A. in Education, Option in Educational Technology and Media Leadership, and/or the Teacher Librarian Services Credential, will support your career goals.
3. What do you consider to be the most compelling reasons for using educational technologies? Give two examples.



RECOMMENDATION LETTERS

Master of Arts in Education

Option in Educational Technology and Media Leadership and/or Teacher Librarian Services Credential
California State University, Long Beach

TO THE APPLICANT:

Three letters of recommendation are required, preferably from teachers, supervisors, or colleagues in education fields. Make three copies of this recommendation form, one for each of your recommenders. Have the recommenders return the completed forms to you and include them in your application packet. If the letter must be mailed to you, please provide the Recommender with a self-addressed, stamped envelope. Ask your Recommenders to provide this recommendation form, along with a letter, to you in a sealed envelope with the Recommender's signature across the seal. It is suggested that you allow a minimum of six weeks for the Recommender to get the recommendation back to you. You must submit both sealed and signed envelopes containing your letters of recommendation along with your complete set of application materials by the deadline.

THIS SECTION MUST BE COMPLETED BY THE APPLICANT:

Student Waiver of Right to Access to Letters of Recommendation: I do do not waive my access to this confidential recommendation and similar evaluative statements received in connection with my application to the program at California State University, Long Beach. I understand that I am not required to waive my right to access these materials.

Signature: _____ Date: _____

Name: _____

Phone Number: _____ Email Address: _____

TO THE RECOMMENDER:

Thank you for agreeing to provide a letter of recommendation for the applicant. Your candid comments will enhance our ability to more effectively evaluate the applicant's file and are greatly appreciated. The letter should be on your letterhead stationary. Please provide this recommendation form, along with a letter, to the applicant in a sealed envelope with your signature across the seal.

In the letter of recommendation, please include the following:

- Information relevant to the applicant's suitability for graduate study in the Educational Technology and Media Leadership and/or Teacher Librarian Services Credential program
- Topics such as the applicant's academic abilities and intellectual capacity, personal qualities, maturity, ability to work with diverse groups of people, professional experience, and obstacles overcome

It is not necessary to address each of the topics noted above, especially if you do not have a basis for commenting on the applicant's abilities in a certain area. Please include any additional topics you believe are relevant to the applicant's preparation and suitability for this graduate program.