

MASTER OF INSTRUCTIONAL TECHNOLOGY (ITEC)

Culminating Activity

Revised August 2012
By ITEC Faculty

Culminating Activity

Candidates in the Master's of Instructional Technology program must complete a Culminating Activity to meet graduation requirements. The Culminating Activity is a partial fulfillment of the requirements of the Master's Degree in Instructional Technology at the University of Central Arkansas. The purpose of the Culminating Activity is to demonstrate a candidate's ability to create professional-quality projects (product or research study) synthesizing what she or he has learned in the program. The Culminating Activity must have academic significance and must be completed under the guidance of the candidate's advisor. The project, as a general rule, will be in the candidate's area of specialization in the graduate program.

Eligibility Requirements

Matriculated candidates in the ITEC program are eligible to pursue the Culminating Activity once ALL of the following criteria have been met:

- 1) Completion of a minimum of 27 credit hours of which no more than one non-core course is left for completion.
- 2) Establishment of a mentoring advisor.
- 3) Submission and approval of the Culminating Activity proposal before the final semester begins.

Culminating Activity:

The Culminating Activity shall consist of a functional product or a research study with a supporting paper and an oral presentation. The project must be accompanied by academic components such as a clear purpose, problem analysis, reflective findings, etc. The completed Culminating Activity consists of a product or research study you have developed and a written document. Your project advisor will review your Culminating Activity. If approved, the advisor will then forward the project to the Program Coordinator for final approval. You should provide up-dated paper and deliverables every two weeks, and meet on a regular basis (at least once a month recommended) with your advisor throughout the project's development to avoid complications at the final review. If your advisor asks you to change or rewrite portions of your Culminating Activity after his/her review, you will have little time to make the revisions before the end of the semester. The ITEC program coordinator will review all Culminating Activity's approved by your advisors. If approved by the program coordinator, he/she will sign off to officially denote completion of the Culminating Activity requirement. The program coordinator will then forward the project to the advisor for assigning of a grade.

Culminating Activity Presentation

After successfully completing the culminating activity, candidates will showcase their work at a presentation open to ITEC Faculty. This presentation will be an opportunity for you to share your accomplishment with fellow candidates, faculty, and others. It is expected that all candidates who complete their culminating project will present.

Topic Criteria

The Culminating Activity topic should include these components:

- A clearly defined instructional problem – one that requires designing or redesigning an educational/training experience.
- The appropriate use of some instructional technology (computer, WWW, video, etc.) as a major component of the solution to the problem.
- A strong rationale for why the problem is important and how technology can be utilized.
- Practicability of the topic – is it reasonable to expect that the candidate can complete the project in

- the given time constraints?
- Clear that the candidate will produce instructional material as part of the project if project is not developed for direct use in instruction.

Culminating Activity Proposal Guidelines

The Culminating Activity Proposal is a written document that identifies the instructional purpose or topic of the Culminating Activity: the reason the topic should be considered important, and how the project will be carried out. In essence, the proposal is a draft of the first three sections of the Culminating Activity paper.

As a general guide, the document should be approximately 12 pages in length, double-spaced and in 12-point font with 1-inch margins. The document should follow the outline below:

- 1) Title Page
 - a. Title of Project
 - b. Author
 - c. Advisor
 - d. Date Submitted
- 2) Chapter 1 - Introduction (approximately 5 pages)
 - a. Introduction -clearly identify the instructional purpose or problem
 - b. Analysis - identify why the project is needed
 - i. Needs/goal analysis
 - ii. Learner and context(environmental) analysis
 - c) Goals and Objectives - identify proposed solution, instructional goals and objectives
- 3) Chapter 2 - Brief Review of the Literature (minimum of 4 pages)
 - a. Identify relevant literature pertaining to your proposed Culminating Activity topic
 - b. Review a wide variety of resources with an emphasis on primary sources
- 4) Chapter 3 – Methods and Procedure Plan (minimum of 4 pages)
 - a. Clearly specify how you plan for developing your product
 - b. Describe product including storyboards, flow charts, etc.
 - c. Provide a feasible timeline for completion of the Culminating Activity
- 5) References
- 6) Appendices

Culminating Activity Guidelines

The Culminating Activity consists of an academic paper, a deliverable product and an oral presentation.

Academic paper - The paper should follow the American Psychological Association (APA) style, as defined in the 6th edition of the Publication Manual of the American Psychological Association (2010). As a general guide, the paper should be approximately 30 pages in length, double-spaced, in 12-point font with 1-inch margins. The paper should follow the outline below:

- 1) Title Page (see sample)

This page is the first page of the paper. Include the title, author's name, and date following the *Title Page* example using inverted pyramid style. The date on this page is the month and gear of graduation. Do not number this page.
- 2) Advisor Consent Form (see example)

This is the second page in the document. Do not number this page.
- 3) Disclaimer Page

This page is optional. See *Publication* for more information.

- 4) Acknowledgements (optional, one page maximum) - Section to express appreciation to faculty, colleagues, family, etc.
- 5) Abstract (350 words maximum in a separate page) - Summary of the purpose and content of the Culminating Activity
- 6) Table of Contents
 - a. Entries for abstract, chapters, main headings and subheadings
 - b. List of tables, figures, diagrams, etc.
 - c. Appendices and references
- 7) Chapter 1 – Introduction (approximately 6 pages)
 - a. Introduction - identify the instructional purpose or problem
 - b. Needs Analysis- identify why project is needed, needs/goal analysis
 - c. Goals and Objectives - identify proposed solution, instructional goals, objectives and expected results
 - d. (Revise, expand and/or clarify information presented in proposal)
- 8) Chapter 2 - Literature Review (approximately 7 pages)
 - a. Clarify relevant literature organized by subject headings
 - b. Provides context for Culminating Activity topic
 - c. Review a wide variety of resources with an emphasis on primary sources
- 9) Chapter 3 – Methods and Procedure (approximately 5-6 pages)
 - a. Identify what you actually did to achieve your objectives
 - b. Describe software used and problems encountered
 - c. Describe actual product created or other viable option used to solve problem
- 10) Chapter 4 – Implementation and Evaluation (approximately 4-5 pages)
 - a. Presentation of results from pilot testing of your product
 - b. Describe evaluation tools and techniques
 - c. Discuss how evaluation results were implemented and changes to initial project
- 11) Chapter 5 - Conclusions and Discussions (approximately 4-5 pages)
 - a. Summary of project development
 - b. Conclusions
 - c. Reflections on lessons learned and implications for the future
- 12) References
- 13) Appendices

Product or Research Study - The culminating activity must be functional (applied research methodology), of professional-quality and demonstrate the candidate's ability to apply skills and knowledge in the area of instructional technology.

Oral Presentation - An oral presentation is scheduled at the end of the Fall and Spring semesters to allow graduates to present their Culminating Activity to the ITEC Faculty.

Format Guidelines

The guidelines below must be used for formatting your paper.

For formatting other than listed, follow the 6th edition of the Publication Manual of the American Psychological Association (2010).

Final Copies - Submit unbounded *two* copies of the final paper

Paper & Printing - 8 1/2" x 11" and white paper. A laser quality printer should be used for the final copy.

Margins - **One inch margin for each side (left, right, top and bottom).** Everything including number and footnotes must be placed in this margin area.

Publication

One of the primary purposes of the professional paper is to provide students opportunities to make a contribution to the profession by sharing the results of their research efforts through publication in professional journals and presentations at professional meetings. Students are therefore urged to submit their papers to appropriate journals for publication and/or submit proposals for presentations of their papers at conferences of professional organizations. Advisors for professionals papers will provide candidates with guidance in selecting appropriate vehicles for dissemination of their research efforts.

Students may elect to include within their professional paper a disclaimer giving permission to any faculty member within the department to edit their completed professional paper and to submit the paper for publication or presentation. In those instances where permission to edit and publish or present the student's research is given, the student's name will appear as first author thereby clearly indicating the student as primarily responsible for intellectual content. The disclaimer page, if used, appears with the professional paper immediately following the title page.

(Sample Title Page)

Title of the project

by (First name Middle name Last name)

Submitted in Partial Fulfillment of the Requirements for the Degree of

Master of Instructional Technology

University of Central Arkansas

May, 2009

Copyright © Firstname Middlename Lastname, 2009. All rights reserved.

(Sample Culminating Activity approval page)

To the graduate school: The Culminating Activity of (your name) is approved:

(Type the name of your advisor)

(Type the name of the program coordinator)

(Date)

Advisor Consent Form

I, (Project Advisor), agree to serve as advisor for the Culminating Activity of (Name of Candidate) in fulfilling the requirements for the Master's Degree in Instructional Technology.

Signature of candidate

Signature of advisor

Date

Criteria	Insufficient – 1 point	Basic – 2 points	Proficient – 3 points	Awarded
Organization and Format (APA)	The sequence of ideas is very difficult to follow. Transitions are weak and the meaning is often unclear. The paper is not formatted as designated in the assignment sheet.	There are some incomplete thoughts or ideas that are unclear. The paper is only partially formatted as designated in the assignment sheet. Four or more syntax and/or grammar errors were present within the paper.	Thoughts and ideas are presented in a logical, interesting sequence that the reader can easily follow. The paper is formatted as designated in the assignment sheet.	
Chapter 1 – Introduction (Approximately 6 pages)				
Introduction	The purpose is not clearly defined.	The purpose is evident but needs to further development.	Clearly identifies the instructional purpose or problem.	
Needs Analysis	A needs analysis was not evident.	Needs analysis was evident, but incomplete.	A needs analysis was performed and clearly stated.	
Goals and Objectives	The goals and objectives are not clearly defined.	The goals and objectives are evident but needs to further development.	The goals and objectives are evident, clearly stated, and well developed.	
Chapter 2 – Literature Review (Approximately 7 pages)				
Relevant and Organized	Literature review is irrelevant and unorganized.	Literature review needs more relevance and organization.	Literature review is relevant and organized by subject headings.	
Context	Literature does not provide context for culminating activity.	Context of literature review needs further explanation.	Literature review provides explicit context for culminating activity.	
Sources	Review of sources revealed a lack of a wide variety of resources. Sources used were irrelevant.	More quality sources needed.	Review a wide variety of resources with an emphasis on primary sources	
Chapter 3 – Methods and Procedures (Approximately 4-5 pages)				
Methods	Methods were not evident.	Methods were confusing and need further development.	Methods were clearly stated and replicable.	
Software Explanation	There was no description of software used. Did not address problems encountered.	Description of software used needs further development. Descriptions of problems encountered were inadequate.	Clear description of software used in project, as well as problems encountered.	
Product Description	Did not describe the product created.	Product created needs further description.	Sufficiently described the product created.	
Chapter 4 – Implementation and Evaluation (Approximately 4-5 pages)				
Results	Did not present results of implementation of project.	Results are evident, but need to be more clearly stated.	Result of project implementation were clearly stated and logically presented.	
Evaluation Tools	Evaluation tools and techniques were not addressed, stated nor clearly defined.	Evaluation tools and techniques were evident but need further development.	Evaluation tools and techniques are evident, clearly stated, and well developed.	
Evaluation Results	Did not discuss how evaluation results were implemented. Did not identify changes needed to initial product.	Evaluation results and revisions to final product need further explanation.	Discussed how evaluation results were implemented and identified changes needed to initial product.	
Chapter 5 – Conclusions and Discussions (Approximately 4-5 pages)				
Summary	Summary was not apparent.	Summary of project needs further development.	Clearly summarized project.	
Conclusions	Conclusion was not apparent.	Conclusion of project needs further development.	Conclusion of results was clearly stated.	
Reflections	Not clearly defined.	Needs further development of ideas.	Well developed.	
Presentation	Did not present.	Presentation lacked organization and did not adequately present project.	Presentation was well designed and a thorough	

		Needs further development.	representation of product developed.	
Total				