



# Welcome to the IDD&E New Student Orientation

**Certificate of Advance Study (CAS)  
and Master of Science (MS)  
Program of Study Tutorial**



**Syracuse University**  
School of Education  
Instructional Design, Development and Evaluation

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**Welcome to the ID&E New Student Orientation CAS/MS Program of Study Tutorial**

**Please secure a digital version of the form for your CAS or MS degree.**

## Program of Study

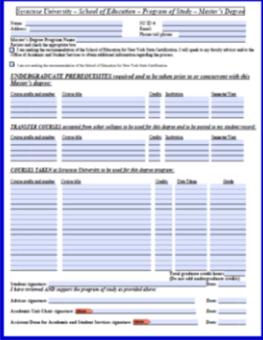


**Before you go...**

**CAS and MS**  
**Program of Study Plan forms...**

*If you have transfer courses or are part-time, create a draft version now and discuss with your advisor.*





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### Program of Study Tutorial

Before we finish the IDD&E New Student Orientation you need to complete your Program of Study form. Doctoral students use a different form and will complete this at a later time with consultation with their advisor.

There is a CAS and MS Program Plan form. If you have transfer courses or are part-time, create a draft of your plan now and make an appointment to discuss courses and timing with your IDD&E advisor.

You must complete this form as soon as possible, prior to the end of the first semester.

**Program of Study**



**CAS - Complete or verify your information, CAS name... Skip TRANSFER COURSES section -- Complete this in the digital form – NO handwriting!**

*Syracuse University – School of Education  
Program of Study  
Certificate of Advanced Study*

Name: \_\_\_\_\_ SU ID #: \_\_\_\_\_ ✓  
 Address: \_\_\_\_\_ Email \_\_\_\_\_ ✓  
 Phone/cell phone \_\_\_\_\_

Certificate of Advanced Studies Program Name \_\_\_\_\_ ✓

*TRANSFER COURSES accepted from other colleges to be used for this certificate program and to be posted to my student record:*

<i>Course prefix and number</i>	<i>Course title</i>	<i>Credits</i>	<i>Institution</i>	<i>Semester/Year</i>
X		X		X

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**Program of Study Tutorial Continued...**

**Complete or verify your information, CAS name... Skip TRANSFER COURSES section. Complete this in the digital version – NO handwriting!**

## Program of Study



**CAS** - Complete or verify course information, course prefix and number (e.g., IDE 631), course title (e.g., Instructional Design and Development I); credits (3); Date taken (planned semester and year, e.g., FA 20) – [four or five courses in CAS]

COURSES TAKEN at Syracuse University to be used in this program:

<u>Course prefix and number</u>	<u>Course title</u>	<u>Credits</u>	<u>Date Taken</u>	<u>Grade</u>
✓				

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### Program of Study Tutorial Continued...

**If you are starting with a blank document ... add the core CAS courses and add a date of the semester when you intend to take them. Please remember that courses are offered in only one semester per academic year. Use the upcoming chart to help you add the courses correctly.**

**If you have a document with the courses already entered, check to make sure they are correct and then add the semester you intend to take the course.**

**If you are in a program with electives, add the elective or talk to your IDD&E advisor about an elective.**



## Program of Study



**MS – Add Transfer Courses (with approval of advisor) ... Complete or verify course information, course prefix and number (e.g., IDE 631), course title (e.g., Instructional Design and Development I); credits (3); Date taken (planned semester and year, e.g., FA 20) – [ten core courses in MS]**

*TRANSFER COURSES accepted from other colleges to be used for this degree and to be posted to my student record:*

Course prefix and number	Course title	Credits	Institution	Semester/Year
✓				

*COURSES TAKEN at Syracuse University to be used for this degree program:*

Course prefix and number	Course title	Credits	Date Taken	Grade
✓				

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### Program of Study Tutorial Continued...

**Add any transfer courses you believe are equivalent to IDD&E core courses... you may transfer up to 9 credits into a Master’s degree. You will need to verify those with your advisor.**

**If you are starting with a blank document ... add the core MS courses and add a date of the semester when you intend to take them. Please remember that courses are offered in only one semester per academic year. Use the chart on the next page.**

**If you have a document with the courses already entered, check to make sure they are correct and then add the semester you intend to take the course.**

## Program of Study



Required Courses	SEM*	CAS IDF	CAS DDI <sup>^</sup>	CAS Ed TECH <sup>^</sup>	MS
IDE 552 Digital Media Production	FA				✓
IDE 611 Technologies for Instructional Settings	FA		✓	✓	✓
IDE 621 Principles of Instruction and Learning	FA	✓		✓	✓
IDE 631 Instructional Design and Development I	FA	✓		✓	✓
IDE 632 Instructional Design and Development II	SP	✓			✓
IDE 641 Techniques in Educational Evaluation	SP	✓		✓	✓
IDE 712 Analysis for Human Performance Technology Decisions	SP				✓
IDE 761 Strategies in Educational Project Management	SP		✓		✓
IDE 737 Advanced Instructional Design	SU		✓		✓
IDE 772 Educational Technology in International Settings	SU				✓
IDE 756 Design of Online Courses	WL		✓		

\* FA – Fall || SP – Spring || SU – Summer || WL – Winterlude (Dec-Jan) || <sup>^</sup> plus one elective

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**Program of Study Tutorial Continued...**

**These are the required courses for each of our CAS and MS programs... make sure they are on your form in the correct format and you have put a date on when you intend to take each. If you are in the CAS DDI or CAS Ed Tech you also need to add an elective. If you know which one you are taking add it. If you do not then discuss with your IDD&E advisor and complete the form at that time.**

## Program of Study



**CAS** – Add total of credits [12 or 15 in CAS]; review and sign as student and date (digitally). Send to Department Coordinator for signatures... you are done!

Total credit hours: \_\_\_\_\_ ✓

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*I have reviewed AND support the program of study as provided above:*

Student signature: \_\_\_\_\_ ✓      Date: \_\_\_\_\_ ✓

Advisor signature:  \_\_\_\_\_      Date: \_\_\_\_\_

Academic Unit Chair signature:  \_\_\_\_\_      Date: \_\_\_\_\_

Assistant Dean for Academic and Student Services signature:  \_\_\_\_\_      Date: \_\_\_\_\_

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### Program of Study Tutorial Continued...

Please total the credits... there should be 12 or 15 depending on CAS. Then sign this document digitally and send it to the Program Coordinator, who will get the other required signatures and send you a signed copy.

## Program of Study



**MS** – Add total of credits [30 in MS]; review and sign as student and date (digitally).  
Send to Department Coordinator for signatures... you are done!

			Total graduate credit hours: _____ ✓ (Do not add undergraduate credits)
Student signature: _____ ✓			Date: _____ ✓
<i>I have reviewed AND support the program of study as provided above:</i>			
Advisor signature: _____			Date: _____
Academic Unit Chair signature: _____			Date: _____
Assistant Dean for Academic and Student Services signature: _____			Date: _____

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### Program of Study Tutorial Continued...

Please total the credits... there should be 30. Then sign this document digitally and send it to the Program Coordinator, who will get the other required signatures and send you a signed copy.

**Please email your Program of Study to the  
IDD&E Office Coordinator**

We are excited to welcome you to our global Syracuse University – School of Education - IDD&E family...

**Please participate ... interact ... engage... become part of our  
community of practice .. and go out to make a difference!**

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**Program of Study Tutorial Continued...**

**Please email your Program of Study to the IDD&E Office Coordinator.**

**Again, Welcome to IDD&E and thank you for participating in our New Student Orientation... Live-synchronously online... Live synchronously in person... or asynchronously!**

**We are excited to welcome you all to our Syracuse University - IDD&E family ... those here in Syracuse and ... those participating online!**

**And, we are excited to get started on our new academic year!**

**Please participate... interact with content and each other ... engage in thinking... and become a part of our community of practice .. See you in courses!**