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<td>Program of Courses for MS in ERE</td>
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Student Responsibility

“It is the responsibility of students to know and observe all regulations and procedures relating to the program they are pursuing, as well as those of the university and Graduate School. In no case will a regulation be waived or an exception granted because students plead ignorance of, or contend that they were not informed of, the regulations or procedures. Questions on regulations and their interpretation pertaining to studies at the graduate level should be addressed to the office of the dean of the Graduate School.

Students planning to graduate should familiarize themselves with the dates relating to application for graduation and other pertinent deadlines. (See the Graduate School Calendar, copies of which may be obtained from the Graduate School, www.grad.niu.edu) It is necessary to apply for graduation by the specified deadline in order to graduate in a particular term, whether or not the student plans to attend the commencement ceremonies, if any.

Students must satisfy the degree requirements of the catalog in force during the term for which they have been admitted to and begin course work in the degree program; or they may, with the consent of their advisers, meet graduation requirements by complying with the degree requirements of a later catalog. Students readmitted to a degree program must meet degree requirements of the catalog in force at the time of the later admission (or of a subsequent catalog, as provided above). Aside from degree requirements, all students are subject to the regulations and policies stated in the catalog currently in force. Exceptions to regulations and requirements contained in the Graduate Catalog require the written approval of the office of the dean of the Graduate School, unless otherwise stated in the catalog”.

Retrieved from NIU Graduate Catalog, 2016-2017
Welcome!

Welcome to the Master of Science (M.S.) Program in Educational Research and Evaluation! The Master of Science (M.S.) degree program in Educational Research and Evaluation prepares students for careers in educational assessment, evaluation, and research. Students will learn to plan and design educational evaluations, implement and interpret qualitative and statistical data analytic procedures, and relate the findings to educational and social science policy.

Students pursue this degree either in a general track, or with an area of study in advanced quantitative methods, in assessment, or in program evaluation. Study in the general track allows students to focus on a specific discipline of the department, e.g., evaluation and technology, or qualitative research. The advanced quantitative methods track prepares students for careers as data analysts/statisticians in educational, business, and professional settings, as well as in governmental agencies. The assessment track furthers students’ knowledge of the theory and practice of assessment; this specialization also provides opportunities for teacher professional development. The program evaluation track prepares students for careers as evaluators for school districts, business and professional organizations, culturally based institutions, and military and government agencies. The program culminates with a choice of thesis or capstone project, in addition to a professional portfolio experience.

How to Use This Handbook?

This handbook is created to provide you with pertinent information to guide your successful progress through the program. The handbook is divided into several sections that include advisement and program planning, applying for graduation, and a program completion timeline. Consult this handbook, along with the Graduate Catalog, on all requirements for graduate study. Additional information is available on the ETRA Website.

Educational Technology, Research and Assessment
Gabel Hall 208
DeKalb, IL 60115
Phone: (815)753-6085
Fax: (815)753-9388 fax
e-mail: etra@niu.edu

Your advisor, the ETRA department staff, and the ETRA chair can answer questions regarding the ETRA department, its programs, and/or related issues.

Suggestions for revisions that would make this handbook more useful to graduate students may be sent to the ETRA program advisor in Gabel Hall 208, ETRA@niu.edu, and (815)753-6085
## M.S. IN EDUCATIONAL RESEARCH AND EVALUATION

### Program Requirements

This 36-semester hour program is designed to prepare professionals in the fields of educational assessment, evaluation, and qualitative and quantitative research. Students learn to plan and design educational evaluations, implement and interpret qualitative and statistical data analytic procedures, and relate the findings to educational and social science policy. The program includes general requirements in Educational Research and Evaluation electives and a comprehensive examination as follows:

<table>
<thead>
<tr>
<th>Core Requirements (24 hours)</th>
<th>Course Work / Areas of Study (12 Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• <strong>ETR 501</strong> Pro-seminar in Educational Research and Evaluation (3)</td>
<td>Course work selected in consultation with program adviser, including a minimum of 6 semester hours within department, or one of the following areas of study:</td>
</tr>
<tr>
<td>• <strong>ETR 520</strong> Introduction to Research Methods in Education (3)</td>
<td>Advanced Quantitative Methods</td>
</tr>
<tr>
<td>• <strong>ETR 521</strong> Educational Statistics I (3)</td>
<td>• <strong>ETR 522</strong> Educational Statistics II (3)</td>
</tr>
<tr>
<td>• <strong>ETR 525</strong> Qualitative Research in Education (3)</td>
<td>• <strong>ETR 560</strong> Computer Data Analysis (3)</td>
</tr>
<tr>
<td>• <strong>ETR 528</strong> Educational Assessment (3)</td>
<td>• <strong>ETR 562</strong> Applied Categorical Data Analysis (3)</td>
</tr>
<tr>
<td>Or <strong>ETR 529</strong> Principles of Educational Measurement (3)</td>
<td>• One statistics-related course (3)</td>
</tr>
<tr>
<td>Students in the advanced quantitative methodology area of study must take <strong>ETR 529</strong>.</td>
<td>Students in the advanced quantitative methodology area of study must take <strong>ETR 529</strong>.</td>
</tr>
<tr>
<td>• <strong>ETR 586</strong> Internship in Research and Evaluation (3-15) Students must take 3 semester hours in this course.</td>
<td>Assessment</td>
</tr>
<tr>
<td>Or <strong>ETR 587</strong> Practicum in Educational Research and Evaluation (1-6) Students must take 3 semester hours in this course.</td>
<td>• <strong>ETR 531</strong> Program Evaluation in Education (3)</td>
</tr>
<tr>
<td>• <strong>ETR 699A</strong> Master's Thesis (1-6) Students must take 3 semester hours in this course.</td>
<td>• <strong>ETR 534</strong> Dynamic Assessment for Students with High-Incidence Disabilities (3)</td>
</tr>
<tr>
<td>Or <strong>ETR 699B</strong> Master's Project (1-6) Students must take 3 semester hours in this course.</td>
<td>• <strong>ETR 536</strong> Assessment Design (3)</td>
</tr>
<tr>
<td><strong>ETR 699C</strong> Master's Portfolio (1) and an additional 5 semester hours of courses in educational research and evaluation.</td>
<td>• One additional course in major (3)</td>
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</table>

**Program Evaluation**
- **ETR 522** Educational Statistics II (3)
- **ETR 526** Advanced Technologies in Qualitative Research (3)
Comprehensive Examination

The comprehensive examination is based on the student’s program of study and typically focuses on examination of an issue or problem in educational research and evaluation. Students should contact the Department office no later than the semester prior to anticipated program completion and graduation to obtain an application for the comprehensive examination.

Total Degree Requirements: 36 hours
This fully online master's program is designed to prepare professionals in the fields of educational assessment, evaluation, and qualitative and quantitative research. Students learn to plan and design educational evaluations, implement and interpret qualitative and statistical data analytic procedures, and relate the findings to educational and social science policy.

**Program Requirements**

<table>
<thead>
<tr>
<th>Fall 2017</th>
<th>ETR 520 Educational Research (3)</th>
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<tbody>
<tr>
<td></td>
<td>ETR 531 Program Evaluation (3)</td>
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<tr>
<td></td>
<td>ETR 590 Workshop in Research &amp; Assessment (1)</td>
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<tr>
<td>Spring 2018</td>
<td>ETR 521 Educational Stats 1 (3)</td>
</tr>
<tr>
<td></td>
<td>ETR 525 Qualitative Research (3)</td>
</tr>
<tr>
<td></td>
<td>ETR 590 Workshop in Research &amp; Assessment (1)</td>
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<tr>
<td>Summer 2018</td>
<td>ETR 735 Theory of Measurement (3)</td>
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<tr>
<td></td>
<td>ETR 540 Survey Research (3)</td>
</tr>
<tr>
<td></td>
<td>ETR 590 Workshop in Research &amp; Assessment (1)</td>
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<tr>
<td>Fall 2018</td>
<td>ETR 562 Applied Categorical (3)</td>
</tr>
<tr>
<td></td>
<td>ETR 522 Educational Stats 2 (3)</td>
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<td>ETR 592 Conference (1)</td>
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<tr>
<td>Spring 2019</td>
<td>ETR 724 Multilevel Modeling (3)</td>
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<td>ETR 587 Practicum (3)</td>
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<tr>
<td></td>
<td>ETR 699c Portfolio (1)</td>
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<td></td>
<td>ETR 590 Workshop in Research &amp; Assessment(1)</td>
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</tbody>
</table>

Total Degree Requirements: 36 hours
CERTIFICATES OF GRADUATE STUDY

Advanced Qualitative Methodology in Education

This 18 credit hour certificate is aimed at individuals who wish to gain expertise in qualitative research methods for research and teaching purposes. Students who complete this certificate will be able to design and implement qualitative research investigations using a variety of approaches of data collection and analysis. It is available to any graduate-level student in good standing. Students who want to pursue this certificate must file an application and develop a plan of studies with the certificate coordinator.

**Required courses (9)**
- **ETR 520** Introduction to Research Methods in Education (3)
- **ETR 525** Qualitative Research in Education (3)
- **ETR 526** Advanced Technologies in Qualitative Research (3)

**One or both of the following (3 or 6)**
- **ETR 739X** Fieldwork Methods in Educational Research (3)
- **ETR 745X** Interpretive Methods in Educational Research (3)

**One or two of the following (3 or 6)**
- **EPS 524** Ethnographies in Human Development and Learning within Educational Settings (3)
- **ETR 531** Program Evaluation in Education (3)
- **ETR 590** Workshop in Research and Assessment (1-3)
- **ETT 531** Visual Literacy (3)
- Other qualitative research courses deemed appropriate by adviser

**Total Certificate Requirements: 18 hours**
CERTIFICATES OF GRADUATE STUDY

Advanced Quantitative Methodology in Education

This 18 credit hour certificate prepares graduate-level students in advanced quantitative methods for conducting or evaluating research. Students completing the certificate will gain the necessary skills for formulating quantitative research studies and conducting and interpreting data analyses. It is available to any graduate-level student in good standing. Students who want to pursue this certificate must file an application and develop a plan of studies with the certificate coordinator.

**Required courses (9)**
- ETR 521 Educational Statistics I (3)
- Or another quantitative methodology course approved by adviser (3)
  - ETR 522 Educational Statistics II (3)
  - ETR 797 Independent Research in Research and Assessment (1-3)
  
  Students must take 3 semester hours in this course.

**One of the following (3):**
- ETR 520 Introduction to Research Methods in Education (3)
- ETR 720 Advanced Research Methods in Education (3)

**Two of the following (6):**
- ETR 560 Computer Data Analysis (3)
- ETR 562 Applied Categorical Data Analysis (3)
- ETR 721 Nonparametric Statistics (3)
- ETR 722 Methods of Multivariate Analysis (3)
- ETR 724 Multilevel Modeling (3)
- ETR 725 Bayesian Approach to Educational Statistics and Decision Making (3)
  - Another quantitative methodology course approved by adviser. (3)

**Total Certificate Requirements: 18 hours**
CERTIFICATES OF GRADUATE STUDY
Response to Intervention

This 18 credit hour certificate is designed for school personnel (e.g., teachers, administrative personnel, school counselors, curriculum specialists, research/assessment coordinators, literacy/reading coaches) to provide training in assessment and intervention methods for use within the response to intervention service provision model. It is available to any graduate-level student in good standing. Students who want to pursue this certificate must file an application and develop a plan of studies with the certificate coordinator.

Required courses (18)
- ETR 519 Applied Educational Research (3)
- ETR 521 Educational Statistics I (3)
- ETR 534 Dynamic Assessment for Students with High-incidence Disabilities (3)
- Or ETR 528 Educational Assessment (3)
  - ETR 587 Practicum in Educational Research and Evaluation (1-6)
  - ETR 592 Special Topics in Research and Assessment (1-3)
  - TLRN 546 Interventions to Meet Student Needs in the General Education Classroom (3)

Total Certificate Requirements: 18 hours
This checklist describes the steps that you will take as a student in the master’s degree program in Educational Research and Evaluation. The steps below occur sequentially, although some may occur simultaneously.

1. Gain admission to the graduate school and the master’s degree program in Educational Research and Evaluation.
   - Complete the application and submit it and all supporting documents to the Graduate School.
   - Receive a letter from the Graduate School of your acceptance to the Graduate School.
   - Receive a letter from the ETRA department of your acceptance to the M.S. degree program in Educational Research and Evaluation. The ETRA Program Advisor’s name will be printed on the letter.

   **ETRA Program Advisor:** _________________________________________

Begin taking course work in the semester for which you were admitted. Unless you formally defer your admission, failure to take course work (matriculate) the semester for which you were admitted will automatically cancel your admission.

2. Make an appointment with the ETRA Program Advisor to discuss:
   - Course options.
   - Personal and career goals.
   - The internship or practicum requirement.
   - The thesis or project requirement.
   - Develop your *Program of Courses*, which will be signed by the ETRA program advisor and the ETRA Department Chair before being sent to the Graduate School for final approval.

   - **Required Form(s):** Program of Courses

3. Receive a copy of your approved Program of Courses from the Graduate School.

   Refer to your approved Program of Courses when preparing to register for each semester.

4. Complete the required course work on your Program of Courses.

   Contact the ETRA Program Advisor when you take courses other than those on your official Program of Courses.
Master’s Comprehensive Examination (do this in conjunction with the Portfolio).

- Contact the ETRA Department at least one full semester prior to the semester in which you intend to complete your comprehensive examination (ETRA@niu.edu). Failure to notify the ETRA Department could delay your graduation.
- Complete and submit the following form (links to forms are provided in the Forms section of this Handbook, as well as on the ETRA website).

  - Required Form(s): Master’s Comprehensive Examination Application

- Be enrolled as a graduate student at NIU during completion of the comprehensive examination.
- Write your comprehensive examination and submit it by the designated deadline with the Portfolio (verify the deadline with your Program Advisor).
- Receive letters from the ETRA Department and the Graduate School indicating the results of your comprehensive examination.

Portfolio (do this in conjunction with the Comprehensive Examination).

- Meet with your Program Advisor to discuss preparation of the Portfolio (introduced at the beginning of your program).
- Submit the Portfolio by the designated deadline with the Comprehensive Examination (verify the deadline with your Program Advisor).
- Receive a letter from the Graduate School and the ETRA Department indicating results of your portfolio.

Thesis (ETR 699A)

- Complete and submit the following form(s) to the ETRA Department (links to forms are provided in the Forms section of this Handbook, as well as on the ETRA website).

  - Required Form(s): Approval of Committee for Thesis, Project, or Dissertation

- Meet with your thesis Chair and committee to discuss thesis topic and research strategies.
- Register for and conduct research toward your thesis.
- Submit completed thesis by designated deadline.
• Arrange a pre-defense meeting with your thesis Chair and committee.
• Orally defend your thesis.

Receive a letter from the Graduate School and the ETRA Department indicating results of your thesis.

7b Project (ETR 699B)

Complete and submit the following form(s) to the ETRA Department (links to forms are provided in the Forms section of this Handbook, as well as on the ETRA website).

- Required Form(s): Approval of Committee for Thesis, Project, or Dissertation

• Meet with your project Chair and committee to discuss project topic and research strategies.
• Register for and conduct research toward your project.
• Submit completed project by designated deadline.
• Arrange a pre-defense meeting with your project Chair and committee.
• Orally defend your project.
• Receive a letter from the Graduate School and the ETRA Department indicating results of your project.

8 Apply for Graduation

Complete the online graduation application at MyNIU – with fee payment – by the established deadline.

Address any program deficiencies (if indicated) as stated in the Graduation Audit that will be sent to you from the Graduate School.

• Once your application is submitted, your graduation may be automatically deferred once, after which you must request continued deferment in writing to the Graduate School.

9 Submit the pre-defense (draft) version of your thesis

• Make all required revisions to your dissertation as directed by your dissertation committee at the pre-defense meeting. Make sure that it conforms to the Graduate School's Guidelines for Preparing and Submitting Electronic Theses and Dissertations (ETDs).
Submit one paper copy of the pre-defense version of your thesis to the Graduate School, Office of the Associate Dean at least three weeks before the oral defense. This copy will be read by the Graduate School Dean’s designee who will attend the oral defense. It will not be reviewed by a Graduate School Thesis Advisor at this time.

The day of the oral defense of your thesis

• Arrive early and set up the room for technology, displays, etc. You may bring food and drinks, but keep it simple (i.e., cookies, bagels, donuts, water, tea, coffee).

• Present your study in 20 - 30 minutes.

• This presentation will be followed by an oral defense of your research. Be prepared for questions from your committee members and the Graduate School Dean’s designee. Your presentation is open to the public, so anticipate questions from other faculty, fellow students, and the lay public as well.

• Upon successful presentation and defense, complete and submit the following form(s) to your thesis committee Chair (links to forms are provided in the Forms section of this Handbook, as well as on the ETRA website.

Required Form(s): Results of Oral Defense of Thesis or Dissertation

• Receive a letter from the Graduate School and the ETRA Department on the outcome of oral defense, as described below.

Assessment of your written Thesis and Oral Defense

The Graduate School at Northern Illinois University has declared that a thesis is to be a substantial contribution to knowledge, in the area of the student’s major, in which the student exhibits original scholarship and the ability to conduct independent research.

The oral defense of the thesis and the written thesis are assessed separately. Outcomes of both the oral defense and written thesis are based on the majority vote of all voting members of your thesis committee. As indicated in the scenarios below, it is possible to pass the oral defense and not the written thesis, at any “passing” level, or vice versa.

Oral Defense Outcome Scenarios

<table>
<thead>
<tr>
<th>Oral Defense</th>
<th>Written Thesis</th>
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<tbody>
<tr>
<td><strong>Clear pass.</strong> Lively, graceful, articulate. Able to effectively answer questions quickly and succinctly.</td>
<td><strong>Clear pass</strong> with no written revisions to document.</td>
</tr>
<tr>
<td><strong>Pass.</strong> Able to adequately answer questions.</td>
<td><strong>Pass</strong> with minor or more involved written revisions to document.</td>
</tr>
</tbody>
</table>
Post defense activities

- Make all needed corrections to your thesis as indicated by your thesis committee members. This “post-defense” copy reflects all substantive revisions required for approval by your committee. It MUST conform to the Graduate School's Guidelines for Preparing and Submitting Electronic Theses and Dissertations (ETDs), and is subject only to changes requested by the Graduate School Thesis Advisor.

Electronically submit the post-defense version of your thesis to the Graduate School via the thesis submission site: www.dissertations.umi.com/niu

When the Graduate School Thesis Advisor has read your thesis, you will be contacted by email with needed revisions, and instructions for submitting the final corrected version of your thesis.

Submit the final corrected version of your thesis

- Make all revisions to the post-defense version of your thesis that are required by the Graduate School Thesis Advisor.

Electronically submit the final corrected version of your thesis to the Graduate School via the thesis submission site: www.dissertations.umi.com/niu

NOTE: If you wish to obtain bound copies of your thesis, you may request this optional service during the electronic submission process. All formatting and binding costs are the student’s responsibility.

Participate in commencement ceremonies

Rental Master degree regalia will be available from the NIU Student Center the week of commencement exercises and are paid for, in part, from the graduation application fee. You may purchase your own set of regalia at the NIU bookstore or other companies, if desired.

Stay in touch with the ETRA department and the NIU Alumni Office

Tell us about your professional and personal endeavors, successes, etc. Send information to ETRA@niu.edu.
Communicate frequently with the Graduate Advisor to avoid problems later in your program. The Graduate Program Advisor will act as your program advisor. Together with your advisor, you will develop a Program of Courses that includes both required courses and those that will benefit you in preparation for a career in instructional technology. Refer to your Graduate School admission letter for the name of your advisor.

Your Program Advisor will be available at various times for advising appointments. You can make appointments in person, by telephone or email. When doing so, be sure to confirm your appointment prior to arriving on campus.

Program of Courses
Stay informed of important program information and updates. Notify the ETRA department of changes in your mailing address, telephone number, and E-mail at ETRA@niu.edu. See the Master’s Degree Checklist for additional information and links to required forms.

It is important to make an appointment with your Program Advisor as soon as you have been admitted to the program to develop an official Program of Courses, discuss career goals and options, and obtain timely information regarding the competency examination and preparation for graduation.

Your Program Advisor, the ETRA Department Chair, and the Graduate School must approve your Program of Courses. You should review your Program of Courses prior to registering each semester. Consult with your Program Advisor when you desire to take courses other than those listed on the program. In such cases, your Program Advisor must complete a Change in Program of Courses form and submit it to the ETRA Department Chair and the Graduate School for approval.

Please consult with your Program Advisor when you have questions or concerns about program requirements. “Grape vine” information can be student-specific, may be misleading, and can and has delayed graduation for some students. See the Graduate Catalog for complete and specific information regarding program requirements.

Your Program of Courses must conform to the requirements of the educational research and evaluation program as stated in the Graduate Catalog under which you were admitted. The Master of Science (M.S.) Degree in Educational Research and Evaluation requires a minimum of 36 semester hours.

Comprehensive Examination
All candidates for the M.S. Degree in Educational Research and Evaluation must successfully complete a comprehensive examination (also known as “comps”).

The comprehensive examination is based on your Program of Courses and typically focuses on examination of an issue or problem in educational research and evaluation strongly related to the thesis or project you intend to undertake. The nature of the examination will also differ depending on whether you have elected to complete a thesis or project as your capstone experience for the degree.
To participate in the comprehensive examination, you must:

- Notify the ETRA Department in writing (or by email) of your intent to take the comprehensive examination early in the semester prior to anticipated program completion and graduation.
- Complete and return the application form to the ETRA Department.
- Be enrolled in an NIU graduate level course the term in which you complete the comprehensive examination.
- Check with your ETRA Program Advisor if you have questions regarding meeting program minimum and maximum credit hour requirements and enrollment during the comprehensive examination.

Notification of your results of the comprehensive examination is generally received within four weeks of completing the examination. The ETRA Department and the Graduate School will notify you of your results.

Internship (ETR 586)
Internships are field-based experiences in a practical situation under the guidance of a staff member from that setting and a designated ETRA Department Supervisor. Students interested in an internship experience should contact the ETRA Field Experience Coordinator.

When listed on the approved Program of Courses, tuition (not fees) may be waived. See Tuition Waivers later in this handbook for more information.

An Independent Study and Individualized Project Contract Form AND a Federal Selective-Service Registration Compliance Form must be completed and submitted to the ETRA Field Experience Coordinator and Department Chair for their approval before you can register for the internship course (ETR 586). Links to forms are provided in the Forms section of the Handbook, as well as on the ETRA website.

The internship experience may be repeated to a maximum of 12 semester hours, although typically only 3 semester hours may be applied to the Program of Courses.

Practicum (ETR 587)
Practicum experiences are educational research, evaluation, or assessment field experiences in an applied setting. Students interested in a practicum are encouraged to develop a proposal for the experience and contact the ETRA Field Experience Coordinator.

When listed on the approved Program of Courses, tuition (not fees) may be waived. See Tuition Waivers later in this handbook for more information.

An Independent Study and Individualized Project Contract Form AND a Federal Selective-Service Registration Compliance Form must be completed and submitted to the ETRA Field Experience Coordinator and Department Chair for their approval before you can register for the practicum course (ETR 587). Links to forms are provided in the Forms section of the Handbook, as well as on the ETRA website.

Practica receive 1-6 semester hours of credit and may be repeated to a maximum of 6 semester hours. Grading for Practica is on an S/U (Satisfactory/Unsatisfactory) basis.
Independent Study (ETR 797)

Independent study involves a research-based project that focuses on educational research, evaluation, or assessment. Students interested in an independent research project must develop a preliminary proposal and then seek the supervision of an ETRA faculty member who is willing to direct the research.

An Independent Study and Individualized Project Contract Form must be completed and submitted to the ETRA Field Experience Coordinator and Department Chair for their approval before you can register for the independent study course (ETR 797). Links to forms are provided in the Forms section of the Handbook, as well as on the ETRA website.

Independent studies can earn from 1–3 credit hours per semester, and may be repeated for a total of 6 semester hours as long as the projects are unique.

CAPSTONE OPTIONS: Thesis, Project, or Portfolio

You have the option to complete either a thesis or a project as the capstone experience to your degree studies. Both the thesis and project are typically started near the end of your studies, typically after 24 to 30 semester hours have been completed. Both require you to select, and work with, a Faculty Chair who will help guide you through the experience. A committee of at least two other ETRA graduate faculty members will work with you and your thesis or project Chair.

Thesis Option (ETR 699A)

The thesis option typically engages you in a research oriented experience. You are required to create a written proposal that follows the American Psychological Association (APA) style, describing the research you wish to do. Typically, such a proposal would include: a summary of the relevant literature, a description of the proposed research methodology, a description of the data that will be collected, how these data might be analyzed and potential results that are expected from the research and the implications of this research to both researchers and practitioners.

You will enroll in ETR 699A as part of the process of writing your thesis proposal; however, you cannot begin the actual research until your Chair and committee have approved the proposal (and all graduate school forms and clearances, including Institutional Review Board for human subjects research (see below), have been obtained).

You may enroll in as few as two semester hours of ETR 699A each semester, and must maintain continuous registration in this course once you have enrolled in it, until the completion of your degree. Only six semester hours of ETR 699A may be counted on your Program of Courses.

The outcome of a thesis option is the production of a written thesis document, following both Graduate School and APA guidelines. This written thesis must be presented and successfully defended in a final defense examination before your Chair and committee.

Thesis Oral Defense

When you have completed writing your thesis, and upon approval of your thesis committee, a public presentation of your research is scheduled. Immediately following the presentation is the oral defense of your thesis. Your thesis committee and an appointed designee from the Graduate
School Dean’s Office conduct this final examination of your research. Successful completion of the oral defense is the last major step toward completing your degree requirements.

**Project Option (ETR 699B)**

The project option typically engages you in an applied experience. You are required to create a written proposal following a consistent, and style with a theme describing the applied project you wish to do. Typically, such a proposal would include: a statement of the need for the project, a summary of the background and/or basis for the project, the planned creation or evaluation activity and the potential outcome that is expected to be a result, a description of how the outcome will be evaluated, and the implications of this project to practitioners and other project creators.

You will enroll in ETR 699B as part of the process of writing your project proposal; however, you cannot begin the actual creation or evaluation activity until your Chair and committee have approved the proposal and all Graduate School forms and clearances have been obtained. You may enroll in as few as two semester hours of ETR 699B each semester, and must maintain continuous registration in this course once you have enrolled in it, until the completion of your degree. Up to 6 semester hours of ETR 699B may be counted on your Program of Courses.

The final outcome of a project option is the production of a physical product, consistent with the elements described in the approved project proposal. This physical product must be presented and successfully defended in a final defense examination before your Chair and committee.

**Portfolio (ETR 699C)**

In addition to either a thesis or project, you are required to create and maintain a personal portfolio. The requirements for this portfolio are initially introduced in the ETR 501-Proseminar course. Other courses in the program will articulate with the portfolio, allowing you to add new material (and revise existing material) as your studies progress.

You will be expected to turn in the portfolio you have developed to date along with your written comprehensive examination. While the portfolio is not graded per se, you will receive feedback at this time regarding the materials you have collected, organized, and presented in your portfolio. A final copy of the portfolio will be submitted, and retained by the ETRA department, as part of the process of completing the thesis or project defense.

**Human Subjects Research**

Incomplete course grades are issued only under special circumstances. To request an incomplete grade, you must submit an Incomplete Grade Form to the ETRA Department, outlining the reason for the incomplete request, the work to be completed, and the deadline for completion of the work. Fulfillment of all requirements is the student’s responsibility, after which the faculty member will submit the final grade to the Graduate School.

An incomplete grade must be removed within 120 days, whether or not you are enrolled, or the incomplete (I) grade will be converted to an “F” grade. A student may not graduate with a transcript entry of “I” on his or her record. Please read the section Grading System in the Graduate Catalog for further information.

**Elective Courses Non-ETR**

Course work from other NIU Departments may be included as part of your official Program of Courses. Typically, these courses are selected from the departments of Counseling, Adult, and
Higher Education; Leadership, Educational Psychology and Foundations; Statistics, and the College of Business.

Obtain the approval of your Program Advisor prior to registering for any course to be used as part of the degree program. Courses listed on your approved Program of Courses do not need prior approval for registration.

**Transfer Course Work**

With the approval of your Program Advisor and the Office of the Dean of the Graduate School, some graduate courses taken at other accredited (U.S.) or recognized (foreign) institutions may be accepted and applied to the credit-hour requirements in the Educational Research and Evaluation program.

To have a transfer course considered, you should provide a course syllabus and other documentation that will assist in our review for applicability and relevance. You are advised against taking courses before consulting with your Program Advisor, as some courses cannot be transferred to NIU. Please read the section *Transfer Credit* in the Graduate Catalog for more information.

**Degree Time Limit**

You must fulfill all degree requirements within six consecutive years immediately preceding the date of your graduation. This time limit applies to enrollment in all graduate course work listed on your Program of Courses, including work for which transfer credit and student-at-large credit is allowed. For example, if your first course was taken in the fall of 2014, you would need to graduate no later than August of 2020.

**Expired Course Work**

Course work taken that does not fall within the six-year period allowed for the degree program may be considered for revalidation. Revalidation typically requires that you demonstrate current knowledge of the subject matter to the satisfaction of the department offering the course through successful completion of an appropriate examination or other assessment. Transfer course work cannot be revalidated. To have a course considered for revalidation, contact your Program Advisor to begin the process.

**Taking Time Off From the Program**

We strongly encourage you to inform both the Graduate School and the ETRA Department in writing of any lapse in enrollment in your studies. Letters should be sent to both the Graduate School and the ETRA Department prior to taking the time off, and should provide basic information regarding the reason for the leave. If you have not been enrolled for 24 consecutive months, your admission to the program will be cancelled. It will then be necessary to apply for reinstatement.

Regardless of the leave taken, the time to completion of course work will be computed from your original start date. Therefore, a leave of absence may affect the time limit of your program in which courses may expire.
Tuition and Financial Aid

The Office of the Bursar maintains the various tuition and fee rates for all students. Tuition and fees are subject to change at any time. The [Graduate Tuition and Fee schedule](#) is posted on the Bursar’s website.

Financial Aid

Limited forms of financial support are available. For more information, visit the [Student Financial Aid Office website](#).

In addition, the College of Education and the Department of Educational Technology, Research and Assessment (ETRA) offer several scholarships. To view scholarships, or to apply, visit the [College of Education online scholarship site](#).

For more information on Tuition, Fees, and Surcharges, visit the [Office of the Bursar website](#).

Tuition Waivers

Information about tuition waivers for graduate students may be found at this website: [http://www.niu.edu/grad/funding/waivers.shtml](http://www.niu.edu/grad/funding/waivers.shtml)

Assistantships

Graduate Assistantships supplement students’ graduate studies with experiences appropriate to their academic pursuits. Assistantship stipends vary among the units offering them, but they all are accompanied by a full tuition-waiver scholarship.
Student Conduct

The Department of Educational Technology, Research and Assessment (ETRA) emphasizes its policy that all students are subject to the rules and regulations of Northern Illinois University currently in effect or which, from time to time, are put into effect by the appropriate authorities of the university. Students, in accepting admission, indicate their willingness to subscribe to and be governed by these rules and regulations and acknowledge the right of the university to take such disciplinary action, including suspension and/or expulsion, as may be deemed appropriate for failure to abide by such rules and regulations or for conduct deemed unsatisfactory or detrimental to the department and the university. Please refer to Northern Illinois University Student Conduct for further reference.

Student Academic Responsibility

Students must demonstrate appropriate professional and ethical standards for their academic achievement. Students enrolled in any ETRA undergraduate and/or graduate program will acknowledge the philosophical foundation, mission, and goals of the department and will represent them in a professional manner. The following is an outline of appropriate student academic performance. Students will demonstrate:

1. evidence of ethical decision-making.
2. respect for the field as a professional endeavor with thorough attention to all details in written work.
3. punctuality to the class and with submission of assignments. Student will attend class sessions and stay until the end of the sessions.
4. the overall work ethic necessary to promote success as a professional in the field.
5. appropriate collaboration with interpersonal, listening, and communication skills.
6. evidence of the ability to compromise and to respect others’ opinions during group work.
7. consideration of the needs of all learners.
8. receptivity to new ideas or multiple perspectives. The student seems to appreciate the course content as relevant to future endeavors.
9. evidence of appropriate study skills to promote his/her own success.
10. responsibility with regard to scholarship, assessment practices, and/or use of data.
11. respect for diverse peers, instructors and other.

Student Academic Integrity

“Good academic work must be based on honesty. The attempt of any student to present as his or her own work that which he or she has not produced is regarded by the faculty and administration as a serious offense. Students are considered to have cheated if they copy the work of another during an examination or turn in a paper or an assignment written, in whole or in part, by someone else. Students are guilty of plagiarism, intentional or not, if they copy material
from books, magazines, or other sources without identifying and acknowledging those sources or if they paraphrase ideas from such sources without acknowledging them. Students guilty of, or assisting others in, either cheating or plagiarism on an assignment, quiz, or examination may receive a grade of F for the course involved and may be suspended or dismissed from the university. A faculty member has original jurisdiction over any instances of academic misconduct that occur in a course which the faculty member is teaching. The student shall be given the opportunity to resolve the matter in meetings with the faculty member and the department chair. If the facts of the incident are not disputed by the student, the faculty member may elect to resolve the matter at that level by levying a sanction no greater than an F for that course. The faculty member shall notify the student in writing whenever such action is taken, and the Office of Community Standards and Student Conduct shall receive a copy of the Academic Misconduct Incident Report indicating final disposition of the case, which will be placed in the student’s judicial file. In all matters where the charge of academic misconduct is disputed by the student or if the faculty member feels a sanction greater than an F in the course is appropriate (such as repeated offenses or flagrant violations), the faculty member shall refer the matter to the Office of Community Standards and Student Conduct making use of the Academic Misconduct Incident Report. Additional sanctions greater than an F in a course can be levied only through the University Judicial System. With regards to finding the student either responsible or not responsible for his or her action, the ruling of the Judicial Hearing Board shall be binding. In cases where there is either a finding of responsibility or an admission of responsibility by the student, any recommendations by the hearing board regarding the course grade are non-binding on the instructor, who remains solely responsible for assigning a course grade, consistent with the policies set forth in the course syllabus.”

(Retrieved from NIU Undergraduate Catalog, 2016-2017, page 71)

The Review Process for Academic Misconduct

Every effort is made to handle faculty concerns about student performance and progress in the program on an informal basis and to work together to resolve these concerns. Academic incidents are ranked as low, moderate, or high. The following (Table SC1) are examples and are not inclusive of all types of incidents


A non-documented Review Process is as follows for low ranked incident(s):

1. Faculty member will email a note to self, documenting the incident.
2. Faculty member will speak with student and together the faculty member and the student will determine an action plan.
3. No formal documentation will be placed in the student’s file in the ETRA Department office.
Table SC1: Academic Misconducts Examples

<table>
<thead>
<tr>
<th>Low</th>
<th>Moderate</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Late/missing homework,</td>
<td>Three or more low-ranked academic incidents</td>
<td>• Plagiarism or cheating as defined in the NIU student code of conduct.</td>
</tr>
<tr>
<td>• Wrongful citation of references</td>
<td></td>
<td>• Unethical research conduct</td>
</tr>
<tr>
<td>• Not following guidelines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Lack of class participation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A documented Review Process is as follows for moderate and high ranked incident(s):

1. Faculty member identifies concerns about student to program faculty. Student is notified in writing of concern and is required to meet with appropriate faculty member(s).
2. Program faculty member(s) and student’s advisor meet with the student and express concerns about academic performance and the impact on the student’s status in the program. During this meeting the student is given time to respond to concerns, and together the faculty members and student establish a plan to remedy the situation. At this time, the faculty inform the student that they will discuss the plan of action with the entire department faculty. Student will receive a letter documenting the key points and established remedies. A copy of this letter goes in the student’s file in the ETRA Department office.
3. The program faculty are presented the plan of action and provide input. Following this meeting, the appropriate faculty members meet again with the student to share any additional pertinent information or additions to the action plan.
4. Following this student-faculty discussion, the plan is finalized and the faculty members send a written copy to the student. A copy of the plan is placed in the student's file in the ETRA Department office, the College of Education Dean, Student Conduct (if applicable), and the Department Chair is notified. The plan should include specific steps to enhance performance and will include a timeline, which the appropriate advisor and/or faculty member(s) will monitor. Once a plan is established, a student is considered on departmental probation.
5. The advisor will ask faculty to assess progress according to the plan and timeline. As the student demonstrates appropriate performances determined to be in accordance to the plan, the faculty will recommend that the student be removed from probation. A written copy of the recommendation will be: placed in the student’s file in the ETRA Department office; sent to the College of Education Dean and Student Conduct (if applicable); and the Department Chair notified.

If the faculty member determines that the student has not met the requirements of the plan of action:

1. Faculty member(s) informs the student of non-compliance and submits a letter to the student's advisor and the Department Chair recommending that the student be dismissed from the program.
2. The Department Chair will send a letter of dismissal to the student with copies to the student’s advisor, College of Education Dean, and a folder in the ETRA Department office.

3. The student can follow the **NIU Appeals Process** if the student disagrees with the dismissal decision. Additionally, a faculty member has original jurisdiction over any instances of academic misconduct that occur in a course which the faculty member is teaching. The student shall be given the opportunity to resolve the matter in meetings with the faculty member and the department chair. If the facts of the incident are not disputed by the student, the faculty member may elect to resolve the matter at that level by levying a sanction no greater than an F for that course. The faculty member shall notify the student in writing whenever such action is taken, and **Student Conduct** shall receive a copy of the *Academic Misconduct Incident Report* indicating final disposition of the case, which will be placed in the student’s judicial file.

Students accused of violating the NIU Student Code of Conduct, for either academic or non-academic related matters, are subject to the process described in the Student Code of Conduct. See [http://niu.edu/conduct/_pdf/NIUSCC.pdf](http://niu.edu/conduct/_pdf/NIUSCC.pdf) Students found responsible for violating the Student Code of Conduct are subject to applicable sanctions as determined by Student Conduct.

### Non-Academic Expectations from ETRA Students

Students must demonstrate appropriate professional and ethical standards beyond their academic achievement. Students enrolled in any ETRA undergraduate and/or graduate program will acknowledge the philosophical foundation, mission, and goals of the department and will represent them in a professional manner. The following is an outline of appropriate student non-academic performance. Students will demonstrate:

1. evidence of ethical decision-making.
2. appropriate and responsible use of NIU resources.
3. flexibility with respect to differences in teaching and learning styles.
4. professional demeanor when representing oneself as a NIU student with professionals and individuals on and off the NIU campus.
5. non-maligning statements about faculty or students in conversations with others.
6. mutual respect for the roles of faculty and students in an academic setting.
7. ability to engage in conversations and discussions with faculty and students that remain focused the topic and, without disruption, in the flow of the conversation or the course as facilitated by the instructor respect for diversity, opinions, and views of others.

### Student Classroom Conduct

“Higher education is a privilege accorded to those students deemed able to profit from the attendant intellectual experiences. Students admitted to NIU are assumed to have the maturity to function appropriately in a variety of instructional situations. When a student’s behavior in a classroom, laboratory, or other formal learning environment is such that the rights of other enrolled students to an effective learning climate are being violated, the student shall lose the privilege of attending or receiving credit in the class. In any case of the disruption of instruction by a student, the chair of the department may, after investigating the incident, suspend the
student responsible from class attendance and recommend to the dean of the college that the student be permanently barred from the class. The student concerned is to be notified in writing of such action and may appeal the department’s recommendation to the dean within one week of notification. Upon such written appeal, the dean shall conduct a hearing, providing for a presentation of the facts relative to the disturbance. The decision of the dean shall be final. If the recommendation to bar the student from class is upheld, the student will be officially withdrawn from the course following regular withdrawal procedures, with the date upon which the student was initially suspended as the effective date of the withdrawal. Extreme and/or disruptive behavior will constitute grounds for dismissal from the university. The Student Judicial Office handles allegations of such behavior; the policies and procedures of that office are outlined in the Student Judicial Code. For other regulations governing conduct and discipline, see the section “Conduct and Discipline Regulations” in the “Legal Notices” section of NIU Undergraduate Catalog, 2016-2017.”

(Retrieved from NIU Undergraduate Catalog, 2016-2017, page 71)

**The Review Process for Non-Academic Misconduct**

Every effort is made to handle faculty concerns about student performance and progress in the program on an informal basis and to work together to resolve these concerns. Non-academic incidents are ranked as low, moderate, or high. High ranked incidents warrant a phone call to 911. The following are examples and are not inclusive of all types of incidents.

**Table SC2: Non-Academic Misconducts Examples**

<table>
<thead>
<tr>
<th>Low</th>
<th>Moderate</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sleeping in class</td>
<td>Three or more low-ranked non-academic incidents</td>
<td>Physical altercations in class</td>
</tr>
<tr>
<td>Unauthorized electronic communication</td>
<td>Disrupts other students’ learning</td>
<td>Aggressive verbal statements to classmates or faculty</td>
</tr>
<tr>
<td>during class</td>
<td>Disrupts faculty’s teaching</td>
<td></td>
</tr>
<tr>
<td>Off task</td>
<td>Bullying</td>
<td>Any threatening behavior (direct or indirect)</td>
</tr>
<tr>
<td>Occasional tardiness</td>
<td>Absence (10% or more)</td>
<td></td>
</tr>
<tr>
<td>Absence (less than 10%)</td>
<td>Intoxication on university property</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pattern of tardiness</td>
<td></td>
</tr>
</tbody>
</table>

A documented Review Process is as follows for moderate ranked incident(s):

1. Faculty member identifies concerns about student to program faculty. Student is notified in writing of concern and is required to meet with appropriate faculty members.
2. Program faculty member(s) and student’s advisor meet with the student and express concerns about non-academic performance and the impact on the student's status in the program. During this meeting the student is given time to respond to concerns, and together the faculty members and student establish a plan to remedy the situation. At this time, the faculty inform the student that they will discuss the plan of action with the
entire department faculty. Student will receive a letter documenting the key points and established remedies. A copy of this letter goes in the student’s folder in the ETRA Department office.

3. The program faculty are presented the plan of action and provide input. Following this meeting, the appropriate faculty members meet again with the student to share any additional pertinent information or additions to the action plan.

4. Following this student-faculty discussion, the plan is finalized and a written copy is sent by the faculty members to the student. A copy of the plan is placed in the student's folder in the ETRA Department office, the College of Education Dean, Student Conduct (if applicable), and the Department Chair is notified. The plan should include specific steps to enhance performance and will include a timeline, which the appropriate advisor and/or faculty member(s) will monitor. Once a plan is established, a student is considered on probation.

5. The advisor will ask faculty to assess progress according to the plan and timeline. As the student demonstrates appropriate performances determined to be in accordance to the plan, the faculty will recommend that the student be removed from probation. A written copy of the recommendation will be: placed in the student’s folder in the ETRA Department office; sent to the College of Education Dean, Student Conduct (if applicable); and the Department Chair notified.

If the faculty member determines that, the student has not met the requirements of the plan of action:

1. Faculty member(s) informs the student of non-compliance and submits a letter to the student's advisor and the Department Chair recommending that the student will be dismissed from the program.

2. The Department Chair will send a letter of dismissal to the student with copies to the student’s advisor, College of Education Dean, and a copy in the student's office file.

3. The student can follow the NIU Appeals Process if the student disagrees with the dismissal decision.

The NIU Student Code of Conduct applies to all students on or off campus. Therefore, under the Student Conduct may impose code of conduct all sanctions. Moreover, the following sanctions may be imposed upon any ETRA Student found to have violated ETRA Study Policy (per the NIU Student Code of Conduct, pages 18-20, [http://niu.edu/conduct/_pdf/NIUSCC.pdf](http://niu.edu/conduct/_pdf/NIUSCC.pdf)).

d. Deferred Sanction: A sanction that is deferred may become effective if the Student is found “responsible” or accepts responsibility for a future violation of the Student Code of Conduct or other institutional policy;

e. Discretionary Sanctions: A sanction that requires work assignments, written assignments, service to Northern Illinois University, or other related discretionary assignments;

f. Educational Sanctions: A sanction that requires the completion of an educational assignment (e.g., research paper, program presentation, interviews, etc.);

h. Formal Written Warning: A notice in writing to the Student or Recognized Student Organization indicating a violation of institutional regulations;

k. Probation: A probation for a designated period that includes the probability of more severe disciplinary sanctions if the Student is found to violate any institutional regulation(s) during the probationary period;

o. Revocation of Admission and/or Degree: A revocation of admission to or a recommendation of revocation of degree awarded by the University to the Provost;

p. University Expulsion: A permanent separation of the Student from Northern Illinois University;
q. **University Suspension**: A separation of the Student from Northern Illinois University for a definite period of time, after which the Student, upon completion, may be eligible to return;

r. **Withholding Degree**: A withholding of the awarding of a degree otherwise earned until the completion of the process set forth in the *Student Code of Conduct*.

Sanctions that are not included in ETRA’s Policy are Student Code of Conduct letters: a, b, c, g, i, j, l, m, n due to their inapplicability to ETRA imposed sanctions

**Student Responsibility for Obtaining Current University Information**

“The university reserves the right to make changes in admission requirements, fees, degree requirements, and other specifications set forth in this catalog. Such changes may take precedence over catalog statements. While reasonable effort is made to publicize such changes, students should remain in close touch with departmental advisers and appropriate offices, because responsibility for complying with all applicable requirements ultimately rests with the student. The office of the dean of the Graduate School is the authoritative office for verifying deviations from provisions in this catalog”

*Retrieved from NIU Graduate Catalog, 2016-2017.*
Resources

Your Student ID Number

Your Z-ID (student ID number)
All applicants and admitted students are assigned a student ID number, called a Z-ID. It is permanent and looks like this: Z1234567.

If you don't know your Z-ID:
Call (815) 753-8100 or Look up your Z-ID in the Directory – your email address starts with your Z-ID

Password
Your initial password is your date of birth in YYYYMmmDD format. Mmm is the first 3 characters of the Month.
  January = Jan, February = Feb, etc.
  Example: January 1, 1993 = 1993Jan01

Change your initial password to a permanent one at password.niu.edu.
Never share your password with others.
For more information, visit the ITS website.

Your NIU Email Account
NIU email is powered by Microsoft Outlook.
Your email address is your Z-ID@students.niu.edu.
NIU communicates with you through NIU Outlook mail.
Access NIU Outlook mail at www.O365.NIU.edu
Need help getting NIU email on your smartphone or tablet?
The ITS Contact Center provides walk-in support. Bring your device.

For more information, visit the ITS website.

Registration
If you are a new International student at NIU, you will first need to attend an orientation and advising session. After you have done this, you will be able to register for classes through MyNIU.

You can find out which classes are being offered at NIU for the upcoming semester by visiting the Schedule of Classes page. Links are available for both online and PDF versions of the schedule.
Graduate students and students-at-large are scheduled for registration based on the number of hours earned and hours in progress. Enrollment appointments can be viewed on the Student Center page in MyNIU.

Summer and Fall Registration:
Summer and Fall registration occurs simultaneously – you may register for both semesters at the same time – generally in early April.

Spring Registration:
Spring registration typically begins in early November. For more information, visit the Registration and Records website.
Registration Permits

Registration for some courses may be restricted to students who meet specific criteria (i.e. completion of prerequisite course(s), or admission to a cohort.) Therefore, if you are prompted during registration for a course to enter a permit number, you will need to contact the department offering that course for further information on registration.

Parking Permits

Various types of parking permits are available to accommodate different parking needs. Permits are color-coded to correspond to parking areas on campus. The permit type and color determines where you can park. The type of permit that a student qualifies for is determined by student status and address.

Student parking permits can be purchased online, by mail, or in person. For more information, visit the Campus Parking Services website.

Accommodations for Students with Disabilities

“A student who believes that reasonable accommodations with respect to course work or other academic requirements may be appropriate in consideration of a disability must (1) provide the required verification of the disability to the Disability Resource Center, (2) meet with the Disability Resource Center to determine appropriate accommodations, and (3) inform the faculty in charge of the academic activity of the need for accommodation. Students are encouraged to inform the faculty of their requests for accommodations as early as possible in the semester, but must make the requests in a timely enough manner for accommodations to be appropriately considered and reviewed by the university. If contacted by the faculty member, the staff of the Disability Resource Center will provide advice about accommodations that may be indicated in the particular case. Students who make requests for reasonable accommodations are expected to follow the policies and procedures of the Disability Resource Center in this process, including but not limited to the Student Handbook.

A wide range of services can be obtained by students with disabilities, including housing, transportation, adaptation of printed materials, and advocacy with faculty and staff. Students with disabilities who need such services or want more information should contact the Disability Resource Center at 815-753-1303” (retrieved from NIU Graduate Catalog, 2016-2017).

Special parking spaces are available near the main entrance of Gabel Hall. Gabel Hall is equipped with an elevator near the north east corner of the building. Instructional Technology classrooms have wheel chair accessible tables.
### ETRA Department Contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department Chair</strong></td>
<td>Dr. Wei-Chen Hung</td>
<td><a href="mailto:whung@niu.edu">whung@niu.edu</a></td>
</tr>
<tr>
<td><strong>Educational Research and Assessment Faculty</strong></td>
<td>Cynthia Campbell</td>
<td><a href="mailto:ccampbell@niu.edu">ccampbell@niu.edu</a></td>
</tr>
<tr>
<td></td>
<td>David Walker</td>
<td><a href="mailto:dawalker@niu.edu">dawalker@niu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Laura Ruth Johnson</td>
<td><a href="mailto:lrjohnson@niu.edu">lrjohnson@niu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Thomas Smith</td>
<td><a href="mailto:tjsmith@niu.edu">tjsmith@niu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Todd Reeves</td>
<td><a href="mailto:treeves@niu.edu">treeves@niu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Vicki Collins</td>
<td><a href="mailto:vlcollins@niu.edu">vlcollins@niu.edu</a></td>
</tr>
<tr>
<td><strong>Instructional Technology Faculty</strong></td>
<td>Cindy York</td>
<td><a href="mailto:cindy.york@niu.edu">cindy.york@niu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Dongho Kim</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fatih Demir</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hayley Mayall</td>
<td><a href="mailto:hmayall@niu.edu">hmayall@niu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Jason Rhode</td>
<td><a href="mailto:jrhode@niu.edu">jrhode@niu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Olha Ketsman</td>
<td><a href="mailto:oketsman@niu.edu">oketsman@niu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Pi-Sui Hsu</td>
<td><a href="mailto:phsu@niu.edu">phsu@niu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Rebecca Hunt</td>
<td><a href="mailto:rhunt@niu.edu">rhunt@niu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Ying Xie</td>
<td><a href="mailto:yxie@niu.edu">yxie@niu.edu</a></td>
</tr>
<tr>
<td><strong>ETRA Graduate Advisor</strong></td>
<td>Judy Puskar</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gabel 208</td>
<td>(815) 753-6085</td>
</tr>
<tr>
<td><strong>ETRA Support Staff</strong></td>
<td>Dina Fowler, Office Manager</td>
<td><a href="mailto:dfowler1@niu.edu">dfowler1@niu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Angela Cheng, Office Support</td>
<td><a href="mailto:pcheng@niu.edu">pcheng@niu.edu</a></td>
</tr>
<tr>
<td></td>
<td>(815)-753-9339</td>
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University Support At-A-Glance

Bursar’s Office
Swen Parson Hall, Room 235
(815) 753-1885
http://www.niu.edu/bursar/

Campus Parking Services
121 Normal Road (Corner of Lincoln Terrace and Normal Road)
(815) 753-1045
https://www.niu.edu/parking/

College of Education
Office of the Dean
Graham Hall, Room 321
Information: (815) 753-1949
http://www.cedu.niu.edu/

ETRA Department
Gabel Hall, Room 208
(815) 753-9339 | Fax: (815) 753-9388
http://www.cedu.niu.edu/etra

Financial Aid
Swen Parson Hall, Room 245
(815) 753-1395
http://www.niu.edu/fa/

The Graduate School
Adams Hall, Room 102
(815) 753-0395
http://www.grad.niu.edu/

Registration and Records
Williston Hall, Room 220
(815) 753-0681
http://www.reg.niu.edu/regrec/

Student Insurance Office
Health Services Building, Room 201
(815) 753-0122
http://www.niu.edu/shi/

Testing Services
Adams Hall, Room 128
(815) 753-1203
http://www.niu.edu/testing/
Program of Courses

Master’s Comprehensive Examination Application

Approval of Committee for Thesis, Project, or Dissertation

Results of Oral Defense of Thesis or Dissertation

Independent Study and Individualized Project Contract Form

Federal Selective-Service Registration Compliance Form
# Program of Courses for MS in ERE

NORTHERN ILLINOIS UNIVERSITY

Educational Technology, Research and Assessment (ETRA)

**MS in Educational Research and Evaluation Program of Courses**

Name: ____________________  
ID: _______________________

**Required Core**  
RQ 1938

**ETR 501, ETR 520, ETR 521, and ETR 525 - Core**  
*example of hours placement: 12 hours*

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog #</th>
<th>Course Title</th>
<th>Units</th>
<th>Term</th>
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<tr>
<td>ETR</td>
<td>501</td>
<td>Proseminar in Educational Research and Evaluation</td>
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<tr>
<td>ETR</td>
<td>520</td>
<td>Introduction to Educational Research</td>
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<td>ETR</td>
<td>521</td>
<td>Educational Statistics I</td>
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<td>525</td>
<td>Qualitative Research in Education</td>
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**ETR 528 or ETR 529 - suggested assessment** – Choose one  
*3 hours*

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<tr>
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<td>Principles of Educational Measurement</td>
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<td>ETR</td>
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<td>Other approved substitution</td>
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**ETR 586 or ETR 587 – Choose one Internship/Practicum**  
*3 hours*

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<th>Units</th>
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<td>Internship in Research and Evaluation</td>
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<td>Practicum in Research and Evaluation</td>
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**CAPSTONE ACTIVITY: Choose one:**  
ETR 699A, or ETR 699B, or 699C and 5 credits ETR electives................................  
*6 hours*

<table>
<thead>
<tr>
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<th>Units</th>
<th>Term</th>
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<td>ETR</td>
<td>699B</td>
<td>Project</td>
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-OR-

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ETR ADVISED ELECTIVES/ADDITIONAL COURSE LIST

Options for additional courses:

<table>
<thead>
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<th>Subject</th>
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<th>Course Title</th>
<th>Units</th>
<th>Term</th>
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</thead>
<tbody>
<tr>
<td>ETR</td>
<td>590</td>
<td>Workshop - Databases (example)</td>
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<td>ETR</td>
<td>3</td>
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<td>3</td>
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<tr>
<td>ETR</td>
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<td>Program Evaluation</td>
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<tr>
<td>ETR</td>
<td>534</td>
<td>Dynamic Assessment/Students with high incidents of disabilities</td>
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<tr>
<td>ETR</td>
<td>535</td>
<td>Mixed Methods</td>
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<td>ETR</td>
<td>536</td>
<td>Assessment Design</td>
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<tr>
<td>ETR</td>
<td>540</td>
<td>Survey Research Methods</td>
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<td>ETR</td>
<td>560</td>
<td>Computer Data Analysis</td>
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<tr>
<td>ETR</td>
<td>562</td>
<td>Applied Categorical Data Analysis</td>
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ETR Additional course in major *(Advisor approval required)* .................................................. 6 hours

<table>
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<th>Subject</th>
<th>Catalog #</th>
<th>Course Title</th>
<th>Units</th>
<th>Term</th>
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<tbody>
<tr>
<td>ETR</td>
<td>590</td>
<td>Workshop- Databases (example)</td>
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Advised Course List *(Advisor approval required)* .......................................................... 6 hours

<table>
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<th>Subject</th>
<th>Catalog #</th>
<th>Course Title</th>
<th>Units</th>
<th>Term</th>
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</thead>
</table>

Total minimum hours required ................................................................................. 36 hours

Approvals:

Student Signature ____________________ Committee Chair Signature ____________________ Department Chair Signature ____________________

Date ____________________ Date ____________________ Date ____________________