Student Handbook: Master of Science (M.S.) in Educational Research and Evaluation

Department of Educational Technology, Research and Assessment

Northern Illinois University
Welcome!

The Master of Science (M.S.) in Educational Research and Evaluation program is designed to prepare professionals who are broadly trained in both the theory and practice of qualitative and quantitative research, program evaluation, and assessment/measurement.

Students learn to design, conduct, and evaluate educational research and evaluation studies; select and implement suitable qualitative and quantitative data analytic procedures; design and evaluate assessments and other instruments; and relate empirical findings to educational and social science policies and practices. Such skills are highly-valued and marketable in today’s workplace.

While the program entails a comprehensive and rigorous core curriculum, students may pursue specialized areas of professional interest (e.g., advanced qualitative research design, statistical analysis) through elective courses. The M.S. degree also combines student-centered courses with a variety of engaged learning experiences (e.g., research, internships) to provide students with a top-quality graduate school experience.

The program culminates with a choice of thesis, project, or portfolio as a capstone experience. 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.
Academics

Program Requirements

This 36-semester-hour program is designed to prepare professionals who are broadly trained in both the theory and practice of qualitative and quantitative research, program evaluation, and assessment/measurement. Students learn to design, conduct, and evaluate educational research and evaluation studies; select and implement suitable qualitative and quantitative data analytic procedures; design and evaluate assessments and other instruments; and relate empirical findings to educational and social science policies and practices. While the program entails a comprehensive and rigorous core curriculum, students may pursue specialized areas of professional interest (e.g., advanced qualitative research design, statistical analysis) through elective courses. Students are prepared for careers as researchers, evaluators, assessment specialists, and data analysts in educational, business, government, and other professional settings, as well as advanced training in social science disciplines.

Note: the program underwent a curricular revision during the 2020-21 academic year. The revised curriculum is active as of the Fall 2021 semester. As such, program requirements are slightly different for students who begin the program in Fall 2021 or later, than are the program requirements for students who began the program before Fall 2021.

For students who begin the program in Fall 2021 or later, the program requirements are as follows:

Required Courses Credits: 18
- ETR 501 - Proseminar in Educational Research and Evaluation Credits: 3
- ETR 520 - Introduction to Research Methods in Education Credits: 3
- ETR 521 - Educational Statistics I Credits: 3
- ETR 525 - Qualitative Research in Education Credits: 3
- ETR 530 - Test Construction and Evaluation Credits: 3
- ETR 531 - Program Evaluation in Education Credits: 3

Elective Courses Credits: 9-14
Course work within the department from any of the categories below, selected in consultation with program adviser (9 credits for those students who pursue the Master’s Thesis or Master’s Project capstone options/14 credits for those students who pursue the Master’s Portfolio capstone option).

Research and Evaluation Design
- ETR 535 - Mixed-Methods Research Credits: 3
- ETR 540 - Survey Research Methods Credits: 3
- ETR 556 - User Experience (UX) Research Credits: 3
• ETR 720 - Advanced Research Methods in Education Credits: 3
• ETR 739X - Fieldwork Methods in Educational Research Credits: 3
• ETR 745X - Interpretive Methods in Educational Research Credits: 3
• ETR 746 - Interview Methods in Educational Research Credits: 3
• ETR 750 - Culturally-Responsive Evaluation Credits: 3
• Other courses as approved by program advisor

**Data Analysis**

• ETR 522 - Educational Statistics II Credits: 3
• ETR 526 - Advanced Technologies in Qualitative Research Credits: 3
• ETR 537 - Methods of Learning Analytics Credits: 3
• ETR 560 - Computer Data Analysis Credits: 3
• ETR 562 - Applied Categorical Data Analysis Credits: 3
• ETR 722 - Methods of Multivariate Analysis Credits: 3
• ETR 724 - Multilevel Modeling Credits: 3
• Other courses as approved by program advisor

**Assessment/Measurement**

• ETR 524 - Assessing Students with Special Needs Credits: 3
  o OR ETR 534 - Dynamic Assessment for Students with High-incidence Disabilities Credits: 3
• ETR 528 - Educational Assessment Credits: 3
• ETR 529 - Principles of Educational Measurement Credits: 3
• ETR XXX - Technology-Enhanced Assessment Credits: 3
• Other courses as approved by program advisor

**Other**

• ETR 597 - Independent Research in Research and Assessment Credits: 1-3
  o May be repeated to a maximum of 6 semester hours.
• ETR 592/792 - Special Topics in Research and Assessment Credits: 1-3
  o May be repeated to a maximum of 9 semester hours.
• ETR 590/790 - Workshop in Research and Assessment Credits: 1-3
  o May be repeated to a maximum of 9 semester hours.
• Other courses within and outside the department as approved by program advisor (e.g., ETT 510, EPS 501, EPS 524, PSY 611)

**Internship**
Credits: 3-15

In addition to coursework and a capstone experience (i.e., thesis, project, or portfolio), the program requires an internship.

• ETR 586 - Internship in Research and Evaluation Credits: 3-15
  • Students must take 3 semester hours in this course. Only 3 semester hours may be applied to the program of study.
Capstone Credits: 1-6
In addition to coursework and an internship, the program requires that students complete a capstone experience. For the capstone experience, a student has the option to complete a thesis, a project, or a portfolio.

- ETR 699A - Master's Thesis Credits: 1-6
  Students must take 6 semester hours in this course.
- OR ETR 699B - Master's Project Credits: 1-6
  Students must take 6 semester hours in this course.
- OR ETR 699C - Master's Portfolio Credits: 1 AND an additional 5 semester hours of elective courses in educational research, evaluation, and assessment.

For students who began the program before Fall 2021, the program requirements are as follows:

Core Requirements (24 hours)

- ETR 501 Pro-seminar in Educational Research and Evaluation (3)
- ETR 520 Introduction to Research Methods in Education (3)
- ETR 521 Educational Statistics I (3)
- ETR 525 Qualitative Research in Education (3)
- ETR 528 Educational Assessment (3)
- OR ETR 529 Principles of Educational Measurement (3) Students in the advanced quantitative methodology area of study must take ETR 529.
- ETR 586 Internship in Research and Evaluation (3-15) Students must take 3 semester hours in this course.
- ETR 699A Master's Thesis (1-6) Students must take 3 semester hours in this course
- OR ETR 699B Master's Project (1-6) Students must take 3 semester hours in this course.
- OR ETR 699C Master's Portfolio (1)
- And an additional 5 semester hours of courses in educational research and evaluation.

Areas of Study (12 Hours)

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:

Advanced Quantitative Methods

- ETR 522 Educational Statistics II (3)
- ETR 560 Computer Data Analysis (3)
- ETR 562 Applied Categorical Data Analysis (3)
- One statistics-related course (3)
- Students in the advanced quantitative methodology area of study must take ETR 529.

Assessment
- ETR 531 Program Evaluation in Education (3)
- ETR 534 Dynamic Assessment for Students with High-Incidence Disabilities (3)
- ETR 536 Assessment Design (3)
- One additional course in major (3)

Program Evaluation

- ETR 522 Educational Statistics II (3)
- ETR 526 Advanced Technologies in Qualitative Research (3)
- ETR 531 Program Evaluation in Education (3)
- One additional course in major (3)

Student Learning Outcomes

The student learning outcomes for the program are:
1. Design a study of an educational research problem or phenomenon using appropriate methodologies
2. Design and/or select appropriate assessment or evaluation tools for a given educational problem
3. Distinguish between ethical and unethical behavior when conducting educational research or evaluations
4. Select appropriate analyses for a given research question
5. Apply appropriate technology to conduct analyses of educational data
6. Conduct a study pertaining to an educational research problem or phenomenon
7. Demonstrate effective communication skills by presenting and defending a research project
8. Engage in research-related activities in diverse settings.

Program of Courses

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 internship, capstone experience, and 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.

Note that there is flexibility in one’s program of courses for the Educational Research and Evaluation program, and one’s program of courses can be updated as needed. Also note that course offerings can vary due to enrollment, staffing levels, faculty sabbaticals, etc.

**Internship (ETR 586)**

In addition to coursework and a capstone experience (i.e., thesis, project, or portfolio), the Master of Science (M.S.) in Educational Research and Evaluation program requires an Internship. The Internship involves work in a practical setting related to educational research, evaluation, or assessment, under guidance of Internship Supervisor from that setting, and the Internship Coordinator at NIU. An internship may be completed for a maximum of 15 semester hours, although only 3 semester hours (100 hours of work) are applied to the program of study.

Internships may be completed in educational, business, government, community-based or non-governmental organizations, and other professional settings. Ideally, Internship Supervisors should be experienced professionals working in the area(s) of educational research, evaluation, or assessment. However, others may be able to serve as Internship Supervisors if they can avail relevant work to be done by the Intern.

The ETRA Department has multiple programs with Internship requirements. ERE Internship experiences differ somewhat from other ETRA Internship requirements because the ERE program is not a certification/licensure program. These procedures apply to Internship experiences for the M.S. in Educational Research and Evaluation program only. A field visit with the Intern, Internship Supervisor, and Internship Coordinator is not required for ERE Internships. An Internship portfolio is also not required for ERE Internships. You do not need to complete a Federal Selective-Service Registration Compliance Form for ERE Internships.

A separate document available on the ETRA website provides guidance around the Internship process for this program.

**Capstone: Thesis, Project, or Portfolio**

In addition to coursework and an Internship, the Master of Science (M.S.) in Educational Research and Evaluation program requires that students complete a capstone experience. For the capstone experience, a student has the option to complete a thesis, a project, or a portfolio. All capstones are typically started near the end of one’s studies, typically after 24 to 30 credit hours have been completed.

All capstones require a student to assemble a committee of three faculty members (one Chair and two Members). A student will work primarily with the Chair, who will guide one through the capstone experience. The two Members will generally only provide feedback at key junctures.
All capstones culminate with a formal oral defense of the capstone to the committee. The thesis and project options also involve an earlier proposal defense. The capstone experience serves as the Comprehensive Examination for students in the MS-ERE program.

A separate document available on the ETRA website provides guidance around the capstone process for this program. However, you should start thinking early in the program about which capstone experience you will complete.

**Thesis**

The thesis option engages a student in the conduct of a traditional, empirical research project. Per the Graduate School at Northern Illinois University, 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. This capstone option is a good match for a student who is especially interested in research or who wants to continue into a doctoral degree program.

In completing a thesis, a student must first write a research proposal, orally defend the proposal, and then receive approval to conduct the research from the capstone committee. The final outcome of the thesis option is the production of a written thesis document, consistent with the elements described in an approved proposal. This written thesis must be presented and successfully defended in a final oral defense before one’s capstone committee and others. The mode of the thesis defense (or thesis proposal defense) may be either face-to-face or online.

The thesis typically requires at least three semesters from initialization of a committee through the final thesis defense. Institutional review board (IRB) human-subjects review is generally required for completion of a thesis.

**Project**

The project option engages a student in an applied professional experience. A project may involve a variety of professional activities other than traditional, empirical research. Such experiences may include but are not limited to evaluation, test development and validation, or software development. While either a thesis or project may involve traditional empirical research, the latter offers a more flexible timeline in that one need not meet Graduate School deadlines. This capstone option is a good match for a student who is interested in working in applied settings, who is not considering a doctoral degree, or who desires more flexibility in the timeline for the capstone.

In completing a project, a student must first write a project proposal, orally defend the proposal, and then receive approval to conduct the project from the capstone committee. The final outcome of the project option is the production of a product, consistent with the elements described in an approved proposal. The nature of the product will vary, and may include but are not limited to an evaluation report, a fully-developed and validated test, or a software program. This product must be presented and successfully defended in a final oral defense before one’s capstone
committee. The mode of the project defense (or project proposal defense) may be either face-to-face or online.

The project typically requires at least two semesters from initialization of a committee through the final project defense. Institutional review board (IRB) human-subjects review may be required for completion of a project, depending on the nature of the project and whether the results may be professionally disseminated (e.g., as a conference presentation or journal article).

**Portfolio**

The portfolio option engages a student in the development of a professional portfolio, plus additional coursework. For the portfolio option, a student is required to construct, present, and defend an e-portfolio that documents and reflects on his or her experiences in the Educational Research and Evaluation (ERE) program. Completion of the portfolio option as a capstone requires a student to also take 5 additional credit hours of coursework (because the portfolio only involves the curation and repackaging of, and reflection on, previous work). The additional coursework must be in research and assessment, and allows a student to focus on a methodological area that is of interest to him or her.

The capstone portfolio is designed to allow a student to 1) reflect on his or her professional goals and demonstrate how he or she has progressed during the course of study, 2) reflect on the assessment, evaluation, quantitative, and qualitative analysis skills he or she has acquired and highlight what he or she believes are his or her personal strengths, and 3) demonstrate his or her written and oral communication skills in research and evaluation. Therefore, the capstone portfolio will give a student the opportunity to showcase his or her strongest skill sets in the research and evaluation field and show how different methodological approaches can be used to address particular research/evaluation questions. Further, the capstone portfolio will allow a student the opportunity to reflect on his or her professional development during the course of his or her MS degree and how this relates to his or her professional goals. This option is a good match for a student who wants to continue or gain employment in research and evaluation after his or her degree and who is not at the current time considering continuing into a doctoral degree program.

The format for the portfolio must be electronic (e.g., Google Sites, Moodle, Weebly, LiveText). The portfolio must be presented and successfully defended in a final oral defense before one’s capstone committee. The mode of the portfolio defense may be either face-to-face or online.

Assuming that one has already completed 5 additional credit hours of coursework, the portfolio experience can typically be completed in one semester. Institutional review board (IRB) human-subjects review is generally not required for completion of a portfolio.

**Comprehensive Examination**

The capstone experience serves as the comprehensive examination for students in the program.
Independent Study (ETR 597)

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. 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.

Academic Advising

Communicate frequently with the Program Advisor to avoid problems later in your program.

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. You may also meet online.

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

Program Process

This checklist describes the steps that you will take as a student in the M.S Educational Research and Evaluation program. The steps below generally 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.
   - 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 requirement.
   - The capstone requirement (thesis, project, or portfolio).
• 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.

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.

5. Complete Internship.
• Complete Internship as outlined in Internship Agreement form.

• Complete Capstone as outlined in the Capstone Process document. The capstone experience serves as the comprehensive examination for students in the program.

7. 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.

8. 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.

9. 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.
Policies

Incomplete Grades

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.

Non-ETR Elective Courses

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.

Leave of Absence

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.

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.

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.

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. ETRA classrooms have wheel chair accessible tables.
Resources

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.

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.

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? ITS provides walk-in support. Bring your device. For more information, visit the ITS website.

Registration

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 occurs simultaneously – you may register for both semesters at the same time – generally in early April. Spring registration typically begins in early November.
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.

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.
University Support At-A-Glance

ETRA Graduate Advisor  Judy Puskar
Gabel 208
(815) 753-6085
jpuskar@niu.edu

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
(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/
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<th><strong>Student Insurance Office</strong></th>
<th>Health Services Building, Room 201</th>
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<tr>
<td></td>
<td>(815) 753-0122</td>
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<th><strong>Testing Services</strong></th>
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<tr>
<td></td>
<td>(815) 753-1203</td>
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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. For more information on Tuition, Fees, and Surcharges, visit the Office of the Bursar website.

Limited forms of financial support are available. For more information, visit the Student Financial Aid Office website.

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

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.

Students can apply for the Robert H. Bauerfeind Memorial Scholarship, for a master's student in the College of Education seeking a degree with an emphasis in Educational Research and Evaluation.

The Bauerfeind scholarship is managed by the ETRA department, and applications must be submitted to the ETRA office.

In addition to this scholarship, ETRA would also like to make you aware of the many other scholarships available from Northern Illinois University. Information about these Northern Illinois University scholarships is available, and applications can be submitted electronically, through the MyScholarships online system.
The Department of Educational Technology, Research and Assessment also offers three 18-credit Certificates of Graduate Study (CGS) related to educational research and assessment. Such CGSs can be earned on their own, or in combination with another graduate degree, and equip students with specialized qualitative research, quantitative research, or assessment expertise.

**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**
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
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