

**Advisement Checklist for Graduate Certificate in Online Teaching**  
<http://edtech.okstate.edu> (100% Online Program)  
 Program Coordinator: [susan.stansberry@okstate.edu](mailto:susan.stansberry@okstate.edu), 405.744.7190

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI \_\_\_\_\_ Other Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ CWID: \_\_\_\_\_

Current Employment: \_\_\_\_\_

Check as Completed	Task	Other Information
	<p>Apply for admission to OSU Graduate College online at <a href="http://go.okstate.edu">http://go.okstate.edu</a></p> <p><b>Deadline:</b> July 15 for Fall admission - Early applications will be reviewed regularly throughout the year but all applications will be effective fall semester.</p> <p><b>Meet School of Educational Foundations, Leadership and Aviation graduate admission criteria:</b></p> <ol style="list-style-type: none"> <li>1) Grade point average &gt;3.00 in a Bachelors degree from an accredited institution</li> <li>2) Statement of Professional Goals (The admission committee looks for writing ability and a fit between your goals and the program)</li> <li>3) One letter of recommendation providing information related to past academic ability, potential for graduate study, and writing ability.</li> </ol> <p>Important Information:            This is a separate degree application from the M.S. in Educational Technology. If a student in the Graduate Certificate in Online Teaching program would like to pursue the full M.S. in Educational Technology, he or she must apply for the M.S. prior to completing nine (9) of the twelve (12) credit hours. All four of the Graduate Certificate courses will count toward the M.S. in Educational Technology.</p>	<p>Entering GPA:            _____</p> <p>Submit the Statement of Professional Goals and reference contact information within the online application process.</p> <p>Advisor:            _____</p>

	The main portal for enrolling, checking your Bursar account, accessing the Online Classroom, etc., is <a href="http://my.okstate.edu">http://my.okstate.edu</a> . Make sure you can log in there using your OKEY credentials (set up at the time you applied for admission).
	Sign up for the Ed Tech @ OSU Listserv sign up and archives: <a href="http://listserv.okstate.edu/edtc-l.html">http://listserv.okstate.edu/edtc-l.html</a>
	Review Graduate College resources for Current Students at <a href="https://gradcollege.okstate.edu/resources/current-student-resources.html">https://gradcollege.okstate.edu/resources/current-student-resources.html</a>
	Join our Facebook Groups: Ed Tech @ OSU <a href="https://www.facebook.com/Ed-Tech-OSU-219925811021/">https://www.facebook.com/Ed-Tech-OSU-219925811021/</a> and Emerging Technologies & Creativity Research Lab <a href="https://www.facebook.com/etcresearchlab">https://www.facebook.com/etcresearchlab</a>
	Join the Educational Media & Technology Student Association at <a href="http://campuslink.okstate.edu/organization/EMT">http://campuslink.okstate.edu/organization/EMT</a>
	Familiarize yourself with general information for current graduate students at <a href="http://gradcollege.okstate.edu">http://gradcollege.okstate.edu</a> and for online students at <a href="http://osuonline.okstate.edu">http://osuonline.okstate.edu</a>

**Students must maintain a cumulative GPA of 3.0 or better with no grade of D or F or more than one C in a course.**

Date Planned	Coursework 12 hours (must be taken consecutively) (Use the Course Schedule at <a href="https://edtech.okstate.edu/courseschedule">https://edtech.okstate.edu/courseschedule</a> to plan when to take courses.)	Date Completed
Fall	EDTC 5753 Introduction to Instructional Design	
Fall	EDTC 5103 Advanced Computer Applications in Education	
Spring	EDTC 5503 Facilitating Online Learning	
Spring	EDTC 5153 Computer-Based Instructional Development	

	Complete a Plan of Study form linked from the Graduate College website at <a href="https://gradcollege.okstate.edu/resources/current-student-resources.html">https://gradcollege.okstate.edu/resources/current-student-resources.html</a> , and enroll in courses at <a href="http://my.okstate.edu">http://my.okstate.edu</a> based on your schedule above
	Complete the Graduation Checklist ( <a href="http://planofstudy.okstate.edu">http://planofstudy.okstate.edu</a> ) and Application to Graduate ( <a href="http://registrar.okstate.edu">http://registrar.okstate.edu</a> ) at the beginning of the semester you plan to graduate.
	Graduate Commencement information: <a href="http://gradcollege.okstate.edu/content/graduate-commencement">http://gradcollege.okstate.edu/content/graduate-commencement</a>

Semester 1:		Semester 2:	

By completing this planning document and sharing with your advisor, you are verifying you understand all degree requirements and agree to assume responsibility for meeting all degree and certification requirements throughout the process.

**Other Important Links:**

Emerging Technologies & Creativity Research Lab <http://edtech.okstate.edu/techplayground>

Oklahoma Technology Association <http://oktech.org>

COE Scholarships: <http://education.okstate.edu> (Due January 15th each year for the upcoming academic year)