

# Instructional Technology Application Guidelines and Requirements

University of Montevallo  
College of Education and Human Development



## Introduction

A degree in Instructional Technology offers candidates broad qualifications in **Instructional Design, Instructional Technology Leadership, and Professional Development**. Candidates for the Instructional Technology Ed.S. can be from education or business/industry and work in or desire to work in any area of instructional technology. Educator certification credentials are not required for enrollment in this program, but **educators** who enroll are **eligible for a pay increase** upon degree completion. The Ed.S. in Instructional Technology **does not** lead to a Class AA certification.

Since it is a non-certification program, K-12 educators can pair the Ed.S. with Instructional Leadership, leading to Class A certification. See dual portfolio requirements for more information on this option.

## Supplemental Items for the Instructional Technology Application

The candidate should complete all relevant application information through the [online admissions portal](#). Once the online application is completed, the system will prompt the candidate to upload ALL the following supplemental items.

1. Instructional Technology Portfolio (please see below for additional explanation)
  - Professional Resume
  - Statement of Purpose narrative
  - Program Expectations narrative
  - Personal Choice Items showing a demonstrated aptitude for instructional design/technical expertise.
2. Three letters of recommendation—One recommendation must be submitted by a direct supervisor with whom the candidate has worked for **at least one year** and who was the candidate's supervisor **within the last three years**. All recommendations should be less than one year old and address the candidate's potential in instructional technology.
3. Transcripts for all Institutions of Higher Education attended.
4. Verification of work experience or EXP form—The candidate's employer should verify that the candidate has been employed for **at least ONE year in a relevant field**. K-12 candidates can use an EXP form supplied by their district office. If the candidate is outside K-12 education, a letter from their HR department will be sufficient.

## Instructional Technology Portfolio Requirements

University faculty members will review the portfolio's contents for graduate-level writing ability, aptitude for instructional design/technical expertise, and potential to succeed in the Instructional Technology program. Candidates may be asked to resubmit portfolio items as additional information is deemed necessary by the faculty reviewer(s).

Portfolios should be assembled using a **webpage** creation program of the candidate's choice. The portfolio should be available publicly on the Web. The URL for the webpage should be submitted through the supplemental items section of the online application.

Delineate separate sections of the portfolio according to the bulleted structure below. **For each written response item, the candidate should embed a document or include the text directly on the page, so the reviewer does not have to click to open and download a file.**

- **Professional Resume**—A complete resume demonstrating the requisite interests, experience, and skills necessary to succeed in an instructional technology program.
- **Statement of Purpose**—The candidate should submit a 1 – 2-page **Statement of Purpose** based on the ISTE Coaching Standards. Choose at least ONE of the standards with which the candidate has personal experience. The candidate's experience can be as a participant or a leader. Describe the candidate's experience and how it reflects the chosen standard. (Though these standards refer directly to the field of education, each candidate should be able to find one or more standards that apply to their professional situation.)
- **Program Expectations**—The candidate should submit a narrative (1/2 to 1 page) of what the candidate hopes to gain from the Instructional Technology program. Consider the following questions: What is the candidate's 3 – 5-year professional goal? What does the candidate hope to do with the degree?
- **Personal Choice Item(s)**—The candidate should include one or more items within their portfolio that show a demonstrated aptitude for instructional design/technical expertise (This selection is entirely up to the candidate and can be something that the candidate has done previously, which they are particularly proud of. The admission committee is excited to see the candidate's creativity!)

**NOTE: Portfolio samples should be complete and professional in appearance, address all item prompts, and be free of grammatical and mechanical errors.** It is recommended that the candidate use standard computer fonts and ensure that any documents uploaded to the portfolio are in a technically **accessible format**, such as PDF or Google Docs. The candidate's **portfolio will showcase** their technical and instructional design potential. In addition, if Google is used, please ensure the correct permissions are included for all documents (publicly available to all viewers).