



Welcome

The **Graduate Certificate in Instructional Design** provides preparation in the principles and strategies of instructional design to enhance the competence of practitioners in designing effective and efficient instruction and training for students and employees in schools, government agencies, and private businesses.

Studying Online

Online classes require self-discipline and motivation, especially since you do not have a specific time and place established for class meetings. Familiarizing yourself with what's required of an online student and the many tools available to support online learners is key!

The Orientation for Online Learners provides guest access to Blackboard, along with helpful information ranging from pre-enrollment through registration. It is designed to walk you through the different processes involved with admissions, financial aid, advising and registration. The Student Resource Portal provides one-click access to academic support and student resources across campus. The link to each area is provided below:

Orientation for Online Learners: www.wku.edu/online/orientation

Student Resource Portal: www.wku.edu/online/srp

In addition to online support, which is accessible in these areas, there is also a team of distance learning professionals available to answer questions, listen to your concerns and provide solutions. You can reach us at learn.online@wku.edu.

Admission Requirements

Applicants to the graduate certificate program **first need to be admitted to The Graduate School** by completing the online graduate application at www.wku.edu/graduate. (**NOTE:** Select "Apply First Time Graduate & Transfer" if you have not taken graduate courses at WKU before. Select "Apply for Graduate Readmission" if you have previously taken WKU graduate courses or are currently enrolled in graduate courses at WKU.) Once you have submitted the online application, mail any required supporting materials to:

**Western Kentucky University
The Graduate School
1906 College Heights Blvd. #11010
Bowling Green, KY 42101-1010**

Questions? Contact The Graduate School by email at graduate.school@wku.edu or by phone at (270) 745-2446. Approximately 10-14 days after all required admission documents have been submitted, you should receive a letter from the WKU Graduate School indicating your admission status.

Please note the following:

- To be eligible for any type of financial aid you must be admitted in good standing to a degree/certificate program.
- **Current Master's Degree Students:** If you are currently pursuing a master's program at WKU and wish to add the certificate as an additional credential follow the steps below:
 - Apply online as a readmit student at www.wku.edu/graduate.
 - **Email The Graduate School** at graduate.school@wku.edu to notify them that you are adding the certificate as a second program of study and wish to keep your master's program listed as your primary program of study. *While we understand that this is an extra step, we strongly recommend it, as it will help prevent any miscommunication regarding your primary program of study vs. your newly filed application.*

Certificate Program Requirements

Certificate Program Requirements (12 Hrs.)

The curriculum for the Certificate in Instructional Design includes 6 hours of required courses and two 3 hour restricted electives, for a total of 12 hours.

Required courses (6 Hrs.)

ID 560 Instructional Design Foundations

ID 570 Systematic Instructional Design

Electives (6 Hrs.)

ID 575* Special Topics in Instructional Design

ID 590* Practicum in Instructional Design

ID 572 Performance Improvement Analysis in the Workplace

ID 577 Management of Instructional Systems

ID 583 Training Design and Development

ID 585 Distance Education Opportunities and Challenges

ID 587 Trends and Issues in Instructional Design

ID 588 Multimedia Design

****(No more than 3 hours between ID 575 and ID 590)***

Prior Learning Experience

Description of Prior Learning/Experience

Module based course content in all courses except ID 560 and ID 570: Students may submit previously completed projects for a module. The instructor will assess the project using that module's evaluation rubric.

Special Topics Course: Students may design their own course in collaboration with a faculty member by

1. Completing a research project on a topic of interest within the ID field.
2. Completing modules from select ID courses. Please note: Course modules cannot be selected from courses you have taken or will take in your program of study. If the course has been approved on the Form C as part of your degree path, modules from that course are ineligible, and/or Practicum Course: Students create an ID project for an authentic workplace with approval from instructor and workplace supervisor. This is a part-time placement arranged by the student or WKU.
3. Completing an ID training program in the workplace. Prior approval is required in order for any outside training to count in this course. The training program must be clearly related to ID; training should have been completed less than 6 years from the time you complete the ID program and you must provide clear evidence of completing the training and be able to demonstrate knowledge gained within specified time frame.

Practicum Course: Students develop an ID project for the workplace with approval from instructor and workplace supervisor. This is a part-time placement arranged by the student or WKU.

Internship Course: The internship is one semester and allows students to gain hands-on experience in the workplace as an instructional designer. Interns are required to develop at least one large project that has been approved by instructor and workplace supervisor. Internship placement may be arranged by the student or with the assistance of WKU.

Restrictions for Projects for Prior Learning/Experience Submissions:

Special Topics course:

- Cannot choose modules from a course that you have taken or will take in your program (in other words, this course is on your approved Form C or Program of Studies).
- Prior permission for any outside training to count in this course.
 - Must be clearly related to ID.
 - Training should have been completed less than 6 years from the time you complete the ID program.
 - Must provide clear evidence of completing the training and knowledge gained within specified time frame.

Submitting prior projects for modules within ID 572, 577, 583, 585, 587, or 588:

- Cannot submit the same project for two modules or two courses.
- Project submitted for evaluation should be completed by the student individually. It is possible for you to submit a project that is part of a team-based larger project for evaluation as long as you clearly indicate your role and the part you completed is significant and substantial to the project.
- Must be registered for a course before discussing modules or projects for Special Topics, practicum, or internship.
- Project submitted should not be older than 6 years by the time you complete the ID program.
- Projects can be submitted in the following formats: print, CD/DVD, or web-based.

Practicum and Internship placements:

You may complete this course in your own work setting if you are working in an instructional design setting or similar work environment. Otherwise, you may seek your own placement (particularly if you are not within 75 miles of the Bowling Green area). The Practicum or Internship professor will contact your supervisor several times during the course.

Financial Aid

Eligibility

Financial Aid includes grants and loans for educational purposes. The government requires the student to file a form online to the government agency for this purpose which is called FAFSA at www.fafsa.ed.gov to apply. Once that form is completed and filed, the student will receive an email from WKU about the status. All financial aid comes through the WKU Student Financial Aid office and they communicate mostly through email. The email will explain all the grants and/or loans that are available to the student and how to receive the money.

Nearly all students are eligible for some form of financial assistance. In fact, over 90% of the students who applied for financial aid in recent years received an award offer. Every effort is made to assist you and your family in obtaining the resources necessary to meet the difference between the total cost of attending Western Kentucky University and your ability to contribute toward your education.

If you would like to apply for financial assistance (loans, grants, scholarships, veteran's benefits) the first step is to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Please refer to the Financial Aid Guide for additional information and complete instructions.

Please keep in mind, you must maintain satisfactory academic progress to continue to qualify for financial aid. For additional information on receiving, and keeping your financial aid, please refer to the WKU Financial Aid website to review the complete policy on Satisfactory Academic Progress at <http://www.wku.edu/financialaid/sap.php>.

Helpful Resources

- Orientation for Online Learners: www.wku.edu/online/orientation
- The Student Resource Portal: www.wku.edu/online/srp
- The WKU Graduate School: www.wku.edu/graduate

Financial Aid and Scholarship Information

- WKU Financial Aid Information: <http://www.wku.edu/financialaid/>
- Guide to Financial Aid: <http://www.finaid.org>
- Student Aid: Types of aid, who qualifies and how to apply: <https://studentaid.ed.gov>

Career Resources and Average Salary Information

Resources to aid in finding a major right for you, as well as the most current information regarding average salary, job outlook and the most common positions within the field, may be found on the websites below:

- Find Occupations, Salary Information and Job Outlook: <http://www.onetonline.org/find/career>
- Identifying A Career Based on Personal Interests: <https://bigfuture.collegeboard.org/explore-careers>
- Choosing a Graduate Degree: <http://www.onlinemastersprograms.org/>

Contact Information

WKU Online Support: Carol Taylor

Email: learn.online@wku.edu

Phone: (270) 745-5173

Toll-Free: (888) 4WKUWEB / (888) 495-8932