



UNIVERSITY OF CENTRAL FLORIDA

# Applied Learning and Instruction MA Graduate Program Handbook

---

*Last updated 2021*

---

## Table of Contents

Curriculum .....	1
Examination Requirements .....	1
Scholarly Product Requirement (Review 1).....	1
Comprehensive Exams (Review II) .....	1
Non-thesis Option .....	1
Thesis Option.....	2
Thesis Requirements.....	2
University Dissertation Requirements.....	2
Steps for Completing a Master’s Thesis.....	2
Graduate Student Associations .....	3
Graduate Student Association .....	3
Professional Development.....	3
Pathways to Success Workshops .....	3
Job Search.....	3
Career Services and Experiential Learning.....	3
Forms.....	3
Useful Links .....	4
Grad Faculty .....	4
Contact Info .....	4

# Applied Learning and Instruction MA

Together, the [Graduate Student Handbook](#) and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

## Curriculum

Please visit the [Graduate Catalog](#) to see the current curriculum for our program.

## Examination Requirements

### Scholarly Product Requirement (Review 1)

Before exiting the ALIMA program, students are required to submit evidence of their ability to conduct a scholarly examination of research in a chosen area in the field of educational psychology. They will demonstrate this ability by writing a literature review focused on a particular problem involving teaching, learning, motivation and/or instruction. As part of the review, students will present a list of research and theory-based potential solutions to the identified problem. This project will be introduced in the Seminar in Applied Learning and Instruction I and completed the following semester in Seminar in Applied Learning and Instruction II.

### Comprehensive Exams (Review II)

The comprehensive exams serve as the culminating experience of the ALIMA program.

### Non-thesis Option

For students electing not to write a thesis, the comprehensive exam will consist of three questions. The student will have one week to answer the questions in a take-home, extended essay file format. Students must cite all instances where their ideas are directly or indirectly related to outside sources. Students may not consult with other students or use Wikipedia or other online sources to complete their exams. Exams will be graded based on a pass, marginal pass, or fail basis. Students who pass the exam marginally may be asked to rewrite specific questions. Students who fail the exam twice will not be eligible to receive their master's degree.

## Thesis Option

For students electing to submit a thesis, their comprehensive exam will take place as an oral exam no less than 3 weeks after the final version of their thesis is submitted to their committee. During the course of the oral exam, students will be asked to defend their thesis, as well as respond to questions that require them to integrate and synthesize information learned in their core courses.

## Thesis Requirements

### University Dissertation Requirements

The College of Graduate Studies [Thesis and Dissertation page](#) contains information on the university's requirements for dissertation formatting, format review, defenses, final submission, and more. A step-by-step completion guide is also available on [Thesis and Dissertation Services](#) Site.

All university deadlines are listed in the [Academic Calendar](#). Your program or college may have other earlier deadlines; please check with your program and college staff for additional deadlines.

#### **The following requirements must be met by thesis students in their final term:**

- Submit a properly formatted file for initial format review by the format review deadline
- Submit the Thesis and Dissertation Release Option form well before the defense
- Defend by the defense deadline
- Receive format approval (if not granted upon initial review)
- Submit signed approval form by final submission deadline
- Submit final dissertation document by final submission deadline

Students must format their dissertation according to the standards outlined in [Thesis and Dissertation Webcourse](#). Formatting questions or issues can be submitted to the Format Help page in the [Thesis and Dissertation Services](#) site. Format reviews and final submission must be completed in the [Thesis and Dissertation Services](#) site. The Dissertation Approval Form is also available in the Thesis and Dissertation Services site.

The College of Graduate Studies offers several thesis and dissertation [Workshops](#) each term. Students are highly encouraged to attend these workshops early in the dissertation process to fully understand the above policies and procedures.

The College of Graduate Studies thesis and dissertation office is best reached by email at [editor@ucf.edu](mailto:editor@ucf.edu).

### Steps for Completing a Master's Thesis

1. Submit a 2–3 page thesis prospectus and preliminary bibliography on a topic to their thesis adviser. Prior to enrollment into thesis credit hours, the student will identify a Thesis Committee to be further approved by the College Graduate Dean and the College of Graduate Studies. This committee is chaired by the adviser and includes two or more additional faculty members from the Department of Educational Studies (minimum of 3 committee members required).
2. The formal thesis is initiated by the preparation of a proposal that meets both departmental and university requirements for the thesis. The members of the student's thesis committee review the proposal as the preliminary step to beginning the thesis. Students are responsible for sending their proposal to all committee members at least three weeks before the end of the semester. This committee must approve the Thesis Proposal before academic credit can accrue.
3. Once the proposal is approved by both the committee and the UCF Institutional Review Board, students should begin collecting and analyzing their data. Students should expect to defend their proposal during the semester in which they are enrolled for thesis credits.

4. The thesis is a formal written document. The introduction cites similar, related, and antecedent work. The body explains the purposes of the project, the method of its production, and any evaluation that was performed. The conclusion includes plans for future work. The thesis also includes an archival copy of the resulting creative product. Both the thesis and the creative product must be delivered in digital form, acceptable by the College of Graduate Studies and UCF library according to standards for digital dissertations and theses.

## Graduate Student Associations

For information on graduate student associations for graduate students in the College of Community Innovation and Education, visit the [Student Organizations and Programs](#) on the [College of Community Innovation and Education](#).

### Graduate Student Association

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit [facebook.com/groups/UCFgsa/](https://facebook.com/groups/UCFgsa/).

## Professional Development

### Pathways to Success Workshops

Coordinated by the College of Graduate Studies, the Pathways to Success program offers free development opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit [graduate.ucf.edu/pathways-to-success/](https://graduate.ucf.edu/pathways-to-success/).

## Job Search

For more information on employment opportunities visit the [Employment webpage](#) on the [College of Community Innovation and Education website](#).

### Career Services and Experiential Learning

UCF's Career Services department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals, preparation for the job search and job search resources. To learn more, visit their website at [career.ucf.edu/](https://career.ucf.edu/).

## Forms

- [College of Graduate Studies Forms and References](#)  
A complete listing of general forms and references for graduate students, with direct links, may be found here.
- [Graduate Petition Form](#)  
When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.
- [Traveling Scholar Form](#)  
If a student would like to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.

## Useful Links

- [Applied Learning and Instruction](#)
- [College of Community Innovation and Education](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)
- [Housing, off campus](#)
- [Knights Email](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [University Writing Center](#)

## Grad Faculty

**Asterisk** = has previous committee experience, which qualifies the person to serve as vice chair

### **Gill, Michele \***

College: College of Community Innovation and Education

Disciplinary affiliations: Education

Research interests: Conceptual change, teacher education, teacher beliefs, differentiation, school reform, mathematics education

Contact Info: [Michele.Gill@ucf.edu](mailto:Michele.Gill@ucf.edu)

Websites: <https://ccie.ucf.edu/profile/?smid=2745>

### **Hoffman, Bobby \***

College: College of Community Innovation and Education

Disciplinary affiliations: Cognitive Science

Research interests: Motivation, cognitive efficiency, problem solving, learning

Contact Info: [Bobby.Hoffman@ucf.edu](mailto:Bobby.Hoffman@ucf.edu)

Websites: <https://ccie.ucf.edu/profile/?smid=2757>

## Contact Info

- **Bobby Hoffman, PhD**  
Associate Professor  
ED 220N