

## The Educational Technology COGS Detail Sheet/Plan of Study

*Beginning Fall 2008, the College of Professional & Continuing Education (CPCE) at Rowan University will be offering the Certificate of Graduate Study (COGS) in Educational Technology. The Certificate of Graduate Study in Educational Technology includes a comprehensive picture of the use of technology in education today. The goal of this program is to provide educators with the knowledge and proficiencies needed to incorporate the existing and emerging educational technologies into their classroom. This program can stand on its own or be combined with 18 additional credit hours to qualify for the M.Ed. program. Classes will be accelerated and online in order to provide the fastest and most convenient route to your COGS completion.*

### Overview of the Coursework

- 15 graduate credit hours (5 courses) in 2 ½ consecutive semesters
- This is a part-time program.
- Courses are accelerated and online.
- While most coursework is done in an online environment, there may be some assignments that require you to be away from the computer.
- The Educational Technology COGS may stand on its own or be combined with the Master of Education (M.Ed.) program. (Students must apply for the M.Ed. separately. Please consult with your CPCE contact for more details).
- Complete listings of all courses, as well as course descriptions, are included in the Educational Technology Certificate of Graduate Study (COGS) Course Description Sheet, which is available at [www.rowan.edu/cpce](http://www.rowan.edu/cpce). (Click on “Academic Services” and then the appropriate program).

### Program Entry Points

- **During any module listed below if combined with the M.Ed.:** Students who combine the Educational Technology courses with the M.Ed. core courses may begin the Educational Technology program in any module listed below. Depending upon when they begin, students will then interrupt their Educational Technology sequence to take the M.Ed. core courses.
- **If taken as a COGS on its own:** Students who want *only* the Educational Technology COGS (do not plan to combine the coursework with the M.Ed.) are best served by beginning Fall 2010, Module 1, in order to complete the program in 1 year. Starting the program at any other time would mean that you would not be able to complete coursework until the program resumes for the following academic year. You should discuss these details with your CPCE Administrative Advisor.

### Course Sequence and Timeline

The Educational Technology COGS program is offered in an accelerated and online format. Every module will be 8 weeks, with each week of work starting every Tuesday at 8 AM and ending every Monday at midnight Eastern Time. Including summer terms, and depending upon when you begin, the COGS (5 courses) can usually be completed within 2 ½ consecutive semesters. (There are no pre-requisites). If you begin your Educational Technology COGS program in the first part of Fall 2009, you may finish by the first part of Summer 2011!

#### Sample Course Sequence for Students Beginning the Program Fall 2010, Module 1 (the first 8 weeks)

	Fall 2010	Spring 2011	Summer 2011
<i>1<sup>st</sup> 8 Weeks</i>	EDTC 33.580: Introduction to Educational Technology (3 s.h.)	EDTC 33.510: Computers and the Curriculum (3 s.h.)	EDTC 08.540 Technology for Students with Special Needs (3 s.h.)
<i>2<sup>nd</sup> 8 Weeks</i>	EDTC 33.584 Desktop Publishing in the Educational Environment (3 s.h.)	EDTC 33.585 Internet in the Classroom (3 s.h.)	

*NOTE: All courses are subject to run based upon meeting enrollment minimums. (s.h. = semester hours)*

*Students are expected to follow the Personalized Course Sequence they are given. Personalized course sequences are determined with your CPCE Administrative Advisor during the admissions process. Only those who follow this sequence can be promised that all coursework will be offered in the timeline and format outlined above. It is important to know that a “missed class” may not be available to make up in a timely manner and may significantly delay the award of your degree/endorsement/program. If your enrollment plans change and you will fall out of sequence, you must notify both your CPCE Administrative Advisor and Academic Advisor as soon as possible.*

## Benefits of the Educational Technology COGS

- The program is designed for the working adult who needs a part-time option but still wants the fastest route to their degree.
- The program is designed to provide the maximum amount of flexibility. Students may start any term.
- The sequence is set for the entire length of the program and therefore, students will always know their schedule well in advance.
- The schedule allows students to take 2 courses and earn 6 credits each term (with one exception), while still only focusing on one course at a time.
- If the outlined schedule is followed each term, students will meet the minimum credit hours required (with one exception) in order to be eligible for federal aid money.
- Tuition is competitive and all CPCE courses are discounted from regular Rowan rates.
- The online schedule is both flexible and convenient. The coursework is divided into 8, 1-week blocks that run from Tuesday to Monday. This gives online students the luxury of the weekend to complete additional course requirements/assignments.
- The online program provides tech support 24/7.
- The interactive online program also provides students with ample opportunity for vital professional networking and ongoing support.
- The program is intended for those looking to be technology facilitators in the educational environment. You WILL use what you learn on a daily basis.
- Individuals completing this program will not only be skilled in the use of technology in the classroom, they will be prepared to assume leadership roles in educational technology in preschool to twelfth grades or in higher education.
- Each component of the COGS is a state-recognized Certificate of Graduate Study in its own right, which often qualifies teachers for salary upgrades.
- The Educational Technology COGS program will provide you with the tools to bring your P-12 classroom into the 21<sup>st</sup> century under the guidelines of “No Child Left Behind”
- Coursework in the program will also guide you to best practices for the use of technology in the P-12 environment using national standards written by the International Society for Technology in Education ([www.iste.org](http://www.iste.org)).
- Since there is no state licensure, this program is the best way to stay current with technology in the educational environment.
- The Educational Technology COGS program does not require a thesis.
- The Educational Technology COGS application process does not require the submission of any standardized tests.
- All CPCE students have access to Rowan on-campus and online student resources.
- CPCE students will have access to not only their Academic Advisor but also a special CPCE Administrative Advisor.

## How to Apply

CPCE Educational Technology COGS applicants will apply using the CPCE Graduate & Post-Bac Application Form. Forms are available from CPCE or to download from [www.rowan.edu/cpce](http://www.rowan.edu/cpce). When you submit your application, be sure to mark “CPCE/COGS/Ed. Tech.” and your term/module of entry in the upper right-hand corner on any materials you submit.

### Admission Requirements for the Educational Technology COGS Program

- ✓ Bachelor’s degree from an accredited institution of higher learning.
- ✓ \$50 application fee
- ✓ CPCE Graduate & Post-Bac Application Form
- ✓ One official transcript from *all* colleges attended
- ✓ No standardized tests are required!

### Application Deadlines

Due to the complicated nature of the admissions evaluation process, students are strongly encouraged to apply at least one full month before their desired entry point. However, applications are accepted and reviewed on a rolling basis up until 14 business days prior to the start of the next entry module. Applications must be complete by this deadline in order to receive a decision before the module begins. (If a decision has not yet been reached, it *may* be possible - depending upon the program - for students to begin the course as a non-matriculated student while the official admission process completes).

### Submit CPCE Application Materials to:

Rowan University, Enrollment & Extension Services, College of Professional & Continuing Education (CPCE), Education Hall, 201 Mullica Hill Road, Glassboro, NJ 08028, FAX: 856-256-5638.

Note: Please do not submit materials for CPCE programs to the Undergraduate Admissions Office or the Graduate School as this will delay processing.

CPCE Admissions is coordinated by Enrollment & Extension Services (Enrollment Team) at CPCE. Any questions you have about your CPCE application should be directed to 856-256-5435 or [cpceacademicservices@rowan.edu](mailto:cpceacademicservices@rowan.edu).

## Health Immunization Requirements

At this time, students matriculated in a degree program offered fully online are not required to comply with the Health Immunization Requirements of Rowan University.

## Transfer Credit Policy

- No transfer credit is accepted for the Educational Technology Certificate of Graduate Study (COGS).

## CPCE Registration & Course Information

CPCE students are Rowan students taking Rowan courses; however, you will often follow different administrative deadlines and processes. This is especially true for registration and course information as detailed below.

- **CPCE Registration Plan:** As a special service, The CPCE Enrollment Team manually registers all matriculated CPCE students for all of the CPCE courses that are required for their program. Registration will follow the Personalized Course Sequence (PCS) that all CPCE students receive from their CPCE Administrative Advisor during the admissions process. Proper CPCE registration is highly dependent upon a correct PCS; therefore, it is very important that you keep this document handy and follow it carefully throughout your academic program at Rowan. Further details and step-by-step instructions for how to trigger CPCE registration are included in the CPCE Student Guide & Agreement and the CPCE admission decision packet.
- **CPCE Course Information & the Section Tally:** All CPCE course details such as start and end dates, meeting times and locations (if applicable), pre-reqs, as well as costs and texts can be found each term in the CPCE Course Section Tally located at [www.rowan.edu/cpcecoursesearch](http://www.rowan.edu/cpcecoursesearch).
  - Knowing how to navigate the Section Tally will help you find the information you need more quickly. For further instructions about how to locate details such as costs, texts, or pre-reqs for each CPCE course, please visit [www.rowan.edu/coursesearch](http://www.rowan.edu/coursesearch).
  - CPCE students should use the information in the Section Tally and not the Rowan Self Service site to make sure they have all necessary details about CPCE courses. (This is because CPCE course *details* do not appear properly in the Rowan Self Service site).
  - The Section Tally is also the tool to use if you are searching for additional classes you need to take outside of your CPCE program. Consult with your Academic Advisor for assistance.
  - **CPCE start and end dates** vary by course and often do not match the start and end dates for the official Rowan semesters. To be sure you always know when your CPCE course begins and ends, you should check the “Part of Term.” “Part of Term” is the 5<sup>th</sup> column appearing in the Section Tally and it identifies when a CPCE course begins and ends. (To find start and end dates for any future classes not yet listed in the Section Tally, click on the CPCE Part of Term in the header row of the CPCE Registration-Related Deadline Chart at <http://www.rowan.edu/colleges/cpce/apply/register.cfm>.)
- **CPCE Registration-Related Deadlines:** CPCE has its own set of registration, payment, and drop deadlines. Sometimes there are even different schedules/deadlines for *each* course.
  - Deadlines are organized according to the “Part of Term” in which the CPCE course occurs. CPCE classes may be offered within a number of special CPCE “Parts of Term.” “Part of Term” is the 5<sup>th</sup> column appearing in the Section Tally ([www.rowan.edu/cpcecoursesearch](http://www.rowan.edu/cpcecoursesearch)) and it identifies when a CPCE course begins and ends. By matching the “Part of Term” for your course from the Section Tally to the one listed in the CPCE Registration-Related Deadline Chart available at <http://www.rowan.edu/colleges/cpce/apply/register.cfm#deadlines>, you will always be aware of the CPCE registration deadlines.
- **Changing CPCE Registration:**
  - If you need to drop or withdraw from a CPCE course, or change your registration in any way, please contact your CPCE Administrative Advisor or the CPCE Enrollment team right away at [cpceacademicservices@rowan.edu](mailto:cpceacademicservices@rowan.edu) to make sure this is handled properly and within appropriate deadlines. (Online dropping/adding is not possible with CPCE courses.)
  - A change to registration usually means a change to your PCS. Any time your Administrative Advisor changes your PCS a new one is sent to you, your Academic Advisor, and the CPCE Enrollment Team. Registration is then adjusted and a new registration confirmation email is sent to you. In this way, we all continue to work together to keep you on track for your educational goals.
  - **CPCE Information & Communication:** Many helpful handouts, including the CPCE Student Guide & Agreement, online or partner student expectations, and Rowan network and email instructions (Tech Guide) are available at [www.rowan.edu/cpce](http://www.rowan.edu/cpce) under “Forms.”
    - Once a student is registered for a course/program, all official communication from Rowan University is sent only to the Rowan email; therefore, it is imperative that this is the email address you use and monitor daily as a CPCE student.

If you ever have any questions about CPCE registration, please contact your Administrative Advisor or the CPCE Enrollment Team at [cpceacademicservices@rowan.edu](mailto:cpceacademicservices@rowan.edu).

## CPCE Costs

- To make our programs even more accessible, with rare exceptions, all CPCE courses are discounted from the regular Rowan rates!
- CPCE costs are assigned according to either the specific program or the course level and delivery type.
- For the most up-to-date information about costs and aid, please see the “CPCE Costs, Billing, & Payment Information” documents at [www.rowan.edu/colleges/cpce/forms/cfm](http://www.rowan.edu/colleges/cpce/forms/cfm).

## A Note about Financial Aid

For an undergraduate-level student (including post-baccalaureate) 6 credit hours per term is the minimum required to qualify for federal financial aid. For a graduate-level (or doctoral) student, 4.5 credit hours per term is the minimum. (These are both considered part-time status.) Financial aid is therefore not applicable for those terms in which the total number of credits for which a student is registered is fewer than 6 (for undergraduates) or 4.5 (for graduates). Check the chart in this Detail Sheet/Plan of Study and your Personalized Course Sequence (PCS) that you receive during admissions to determine in which terms you have enough credits to be eligible to receive federal aid. Most CPCE programs are set up such that matriculated CPCE students *will* meet the minimum credit hours required each term to qualify for federal financial aid, but there are a few exceptions.

Students are encouraged to apply for financial aid as soon as possible (even before receiving admission decisions) and in each year/term in which they will be eligible. If you wish to apply for financial aid, please visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) right away. Rowan’s code is 002609. Students should stay in touch with the Financial Aid Office at 856-256-4250, [financialaid@rowan.edu](mailto:financialaid@rowan.edu) to ensure proper and timely processing. CPCE students are Rowan students so the aid process is the same regardless of whether the class/program is accelerated, off-campus, online, or on-campus. **NOTE:** Aid cannot be packaged or applied to your account until you are officially matriculated into the program. Aid also cannot be retro-actively applied to a previous term. For more details about financial aid, please consult the CPCE Student Guide & Agreement and the CPCE Financial Aid Quick Guide which are available at [www.rowan.edu/cpce](http://www.rowan.edu/cpce) under “Forms.”

### INTERESTED IN A CLASS BUT NOT THE WHOLE PROGRAM?

Join the Rowan community as a non-matriculated student\* and get credit for just the class(es) that interest you!

All of the courses for the Educational Technology COGS are open to non-matriculated graduate students. In addition, you may browse and register for some of Rowan’s many other course offerings\*\* by visiting the Rowan Section Tally at

[http://banner.rowan.edu/reports/reports.pl?task=Section\\_Tally](http://banner.rowan.edu/reports/reports.pl?task=Section_Tally). A CPCE course is easily identifiable in Rowan’s official Section Tally by a letter that is included after every course section number. **To sign up for a course as a non-matriculant**, please contact the CPCE Administrative Advisor, using the contact information below. (Some courses may not be available to non-matriculated students.)

Remember, CPCE has its own set of registration related deadlines. Please visit the website at

<http://www.rowan.edu/colleges/cpce/apply/register.cfm#deadlines> for the appropriate schedule and registration plan.\*\*\*

\*Usually limited to 9 credits total for graduates and 24 total (11/term) for undergraduates.

\*\* Provided necessary pre-requisites and/or restrictions are met.

\*\*\* No refunds are possible after the official CPCE drop period.

Please remember financial aid is not possible any term in which a student is a non-matriculated student.

## Educational Technology COGS Contact Information

### Sheri Rodriguez

CPCE Administrative Advisor

(Provides assistance from initial inquiry to matriculation)

Phone: 856-256-4708 Email: [rodriguezs@rowan.edu](mailto:rodriguezs@rowan.edu)

### Gina M. Gondos

Academic Advisor

(Provides academic assistance after initial registration to graduation clearance)

Phone: 856-256-4792 Email: [gondos@rowan.edu](mailto:gondos@rowan.edu)

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