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Welcome Message

Welcome to the Master’s of Educational Technology Programs at Michigan State University.

We are so pleased that you have chosen to join our community of innovative learners and leaders in the field of educational technology.

This Orientation Handbook has been designed for students just starting their Educational Technology program, but we expect it will prove useful to all students as they progress through the courses offered by our department.

Please read through the Orientation Guide carefully. It includes information about how to get your MSU Net ID, which is the key to all university resources including (but not limited to) registration for classes, bill payment, grades and confirmation of your attendance, and the MSU libraries. The guide also shows you how to access Desire 2 Learn (D2L), which is our online course management system at MSU, and how to access many other university resources, both on campus and from a distance. The guide also provides an introduction to the larger design goals of our program, norms and processes that, once understood, set our students up for success.

An essential supplement to this orientation guide is our Academic Program Handbook. Please consult the Program Handbook for all academic policies, including requirements for conferral of the MAET degree and graduate certificates. It is available to read and/or download in .pdf format at: https://issuu.com/canmarcotte/docs/maet-handbook_apr18

Program Information is also available at our website http://edutech.msu.edu and by contacting program staff at edutech@msu.edu and 517-432-9259.

You may have noticed that MAET is TEAM, spelled backwards.

Welcome to TEAM MAET.
FIRST: ACTIVATE YOUR MSU NET ID ACCOUNT

Upon admission to the University, you will receive a PID (Personal Identification) Number, and PAN (Personal Access Number), with which you can activate your MSU NetID. It is important to activate your MSU NetID as soon as possible because it enables you to receive important communications from the University, including student billing notices (which are only sent electronically).

- Visit [http://netid.msu.edu](http://netid.msu.edu) and click on Activate your MSU NetID.
- Use your MSU ID Number (PID) and PAN numbers to activate your NetID.
- If you do not know what your PID or PAN are, please contact the Office of the Registrar at (517) 355-3300.
- If you need assistance activating your account, please call Distance Learning Services at 800-500-1554 or email reachout@msu.edu.

Here is what the NETID.MSU.EDU page will look like:

![NETID.MSU.EDU Page](image)

What is a NetID?

MSU NetIDs are assigned to all current faculty, staff, students and retirees. A NetID is a unique alphanumeric identifier auto-generated from the user’s name.

Your NetID is your personal identifier at MSU and serves as your login to many university computing and networking services. Your NetID also determines your MSU email address which is netid@msu.edu (e.g. the NetID sparty would have the email address sparty@msu.edu).
Read through the statements about activating your account and check the boxes as needed.

- NOTE: Make sure to read MSU's Statement of Acceptable Use (SAU), as it contains important information regarding what is considered allowable usage.

- Assuming you have selected a good password, a success page will display.

Voilà! You are now a full-fledged Spartan!

What does an MSU NetID get you, you ask?

- **Access to MSU email** [go to https://spartanmail.msu.edu/ to login and check messages. Please do this **DAILY** as your MSU email is the ONLY email that instructors and program staff will use to communicate with you.]

- **Access to D2L** [go to http://d2l.msu.edu to login to your D2L homepage where all courses in which you are enrolled should be listed]

- **Access to MSU’s Student Records and Billing System called STUInfo** [http://stuinfo.msu.edu]

- **Access Library Resources** [go to http://lib.msu.edu to explore]
SECOND: PAY TUITION

Payments for each semester are due approximately two weeks before the start of classes for that semester. Once you have an MSU Net ID, you will receive email reminders from Student Receivables. If this is your first tuition payment, however, you need to go directly to STUINFO to check your billing statement.

To Pay Tuition

- Go to StuInfo (https://stuinfo.msu.edu/Menu.Aspx)
- Use your MSU NetID (your email account address before the @ sign) and your password to log in.

Here is what the STUINFO Menu will look like once you have logged in:

- You must confirm your attendance or you will be dropped from the course. [This is an MSU thing – and students often overlook it. The Registrar will drop you if you don’t confirm attendance, for real!] Save yourself the pain and hassle. Click on Confirm attendance under Quick links.

- Once in STUINFO, check Account detail under Quick links. Check the account balance to confirm that it is the appropriate amount and then click on Make a Payment.

- MSU accepts check or money order (payable to Michigan State University), MasterCard, Visa, Discover, or American Express.
Financial aid must be completed and awarded in order for it to be applied to your bill.

You may choose the deferred payment plan if you maintain a good credit record with the university. You may defer up to one-half of your tuition (there are related fees) and up to two-thirds of your room and board charges. The deferrable amounts are outlined on the registration bill.

Frequently asked questions about student billing are listed here: http://www.ctlr.msu.edu/COStudentAccounts/ebillQuestions.aspx

This handy .pdf shows you what an MSU billing statement looks like. Check it out so that you know what information is provided and how it is organized.

http://ctlr.msu.edu/download/studentaccounts/webbillstatement.pdf
THIRD: ACCESS D2L

https://d2l.msu.edu/

- The course(s) that you are enrolled in should be listed under My Courses. Courses will show up in your list if they have been made active by the course instructor. For CEP 810, 811 and 812, courses go active about one week prior to the start of classes. For all other MAET courses, courses are made active at the instructor’s discretion.

- To access course content, click on the Course Title.

- For information about how to use D2L, visit  http://help.d2l.msu.edu/
Fourth: Speak with Your Academic Advisor

As a graduate student in the MAET program at Michigan State University, you have an academic advisor who can help you plan your course sequence, answer questions about the program, and direct you to resources at the University. Once you have been admitted to the program, please contact your advisor to arrange for an initial advising meeting. Throughout your time in the program, you are welcome to contact your advisor at any time. We are here to help and love to do so!

Liz Owens Boltz
MAET Program Coordinator & Advisor
- Advises students with the last names starting with A-L and hybrid students.

Candace Marcotte
MAET Program Coordinator & Advisor
- Advises students with the last names starting with M-Z and overseas students.

All advising questions can be sent to askmaet@msu.edu. You can also reach Liz and Candace by phone at 517-432-7195.

Dr. Aman Yadav directs the Master’s in Educational Technology program. Contact Dr. Yadav, Ms. Owens Boltz, or Ms. Marcotte with program-related questions at any time.
EXPLORE

MSU provides all students with access to many resources. Please EXPLORE the following resources and opportunities, available to you, as an MSU student.

Financial Aid Opportunities

Visit the MSU Office of Financial Aid tips page to learn more about the financial aid process: http://www.finaid.msu.edu/tips.asp

To apply for Federal Financial Aid, complete the Free Application for Federal Student Aid (FAFSA): http://www.fafsa.ed.gov/

[MSU’s Federal School Code is:  002290]

Please note that you must be enrolled in minimum of 6 credit hours per semester in order to be considered eligible for financial aid, and enrolled in a degree program. Under new financial aid regulations, Graduate Certificate Programs, may not be eligible for Federal Financial Aid. Please check http://finaid.msu.edu/eligibility.asp for more information about programs that are and are not considered Financial Aid eligible under these regulations.

For additional information, or to make an appointment with a Financial Aid Officer who can help to evaluate your individual eligibility and financial aid options, please contact the Office of Financial Aid http://www.finaid.msu.edu/.

Office of Financial Aid

Student Services Building
556 E. Circle Drive, Room
252 Michigan State
University East Lansing, MI
48824

Email: finaid@msu.edu
Phone: (517) 353-5940 · Available 9:00 AM to 4:45 PM. Fax: (517) 432-1155
Distance Learning Services

MSU Library Distance Learning Services is designed to meet the research and information needs of student and faculty in off-campus or online courses, and faculty/staff in MSU off-campus units. You can get 24/7 support by emailing reachout@msu.edu or calling (517) 355 – 2345; 1-800-500-1554 (Toll-free service available throughout North America, including Canada, Mexico, Alaska and Hawaii.)

For more information: http://www.lib.msu.edu/dls/

Library Resources

MSU libraries provide a wide range of services and resources. Below are some that may be particularly useful to you during the course of your studies:

Ask a Librarian: http://www.lib.msu.edu/contact/askalib/ (Help with research and the library, available by phone, email and IM)

Research Guides: http://libguides.lib.msu.edu/researchguides?b=g&d=a (Provide lists of resources and search strategies for finding information on specific subjects)

Citation Guides: https://lib.msu.edu/citationguides/
Electronic Resources: http://er.lib.msu.edu/
Off-campus access: https://lib.msu.edu/dls/offcampus-access/

Resources for Persons with Disabilities
https://www.rcpd.msu.edu/

All MSU students can access resources, including assistive technologies. If you have an identified learning disability, you can also register with the RCPD office and officially document your need for accommodations. Information about your rights to accommodations as a person with a disability, and how to access services at MSU is also provided in course syllabi.

MSU Grad School Resources
http://grad.msu.edu/

This is your hub for all information and policies regarding graduate education at MSU. You can find information about Graduate Student Rights and Responsibilities, Careers, Graduate Student Wellness, Research Integrity, Workshops, Events and much more.
Writing Center
http://writing.msu.edu/locations/online/
Did you know that you can access a writing consultant, ONLINE, through MSU’s writing center? All you need to do is schedule an appointment. This is a very valuable resource for MAET students. Please use these services as a way to get formative feedback on your written work before submitting to your instructor.

Office of International Students and Scholars
http://oiss.isp.msu.edu/
If you are an international student, you may need to speak with staff at the Office of International Students and Scholars from time to time. Online students in our MAET program who do not reside in the USA do not require a special VISA to study. However, you may be interested in contacting the Office with questions related to studying online at an American university as well.

English Language Center
http://elc.msu.edu/
Speakers of English as a second or additional language, may be interested in exploring resources offered by MSU’s English Language Center. Services may not be available to online students, however, we encourage MAET students to contact the ELC to explore available opportunities.

College of Education Resources for Students
http://education.msu.edu/resources/students/
Policies, forms, information about careers – just an example of information that you can find here.

Center for Service Learning and Civic Engagement
http://www.servicelearning.msu.edu/
On-campus students may be interested in getting involved in a service project – or in ways to partner with MSU service learning students in ways that benefit your community. Contact the Center for Service Learning and Civic Engagement for more info.
Counseling Center
http://www.counseling.msu.edu/

The MSU counseling center offers a wide range of services for individual students and families. The website provides access to information resources too.

Career Services Center
http://www.csp.msu.edu/

Wondering what to do after your graduate degree? The Career Services Network offers a range of consulting services and is your information hub for all things “future”, “success” and “career readiness”.
CREATE
Connections Through Social Networks

The MAET program has a strong web and social media presence. Check out these channels.

**The Website**
edutech.msu.edu

**The MAET blog**
MAETMSU edutech.msu.edu/news/

**Instagram:** @maetmsu

**Facebook:** MAET @ MSU

**Online Student Group**

**Twitter**
Follow @MAET for important info and updates, also use/follow #MAET for tweets of relevance to students, faculty and alumni.

Individual courses have very active hashtags. Consider following #CEP810, #CEP820, #CEP811, #CEP812, #CEP822, #CEP813

**MSU Social Media Links**
You can follow the link below to find a social media directory (it’s impressive, actually!) with links to MSU groups and resources on Twitter, Facebook YouTube, Flickr and LinkedIn.
http://www.msu.edu/social/
SHARE

A MePage with your instructor

The MePage is an MAET innovation that helps instructors get to know students as learners a lot more quickly in an online course environment. The premise is simple.

Students create a Google Document that includes contact information that instructors can use for the duration of the course, information about learning goals, and other information that will help instructors meet students’ needs. Students share this document with their instructor(s).

The instructor reads this information and refers back to it during the course as necessary.

At the end of the course, the student removes the instructor from the MePage and shares the MePage with their next instructor. In this way, students don’t have to re-create the same introductory information for each course but can update the MePage to reflect new insights about themselves as learners as they progress.

You can access the MePage Template from within your D2L course.
MAET courses require students to create work and share work publicly on the web. Sometimes, this work will be in draft form. Sometimes this work will be openly reviewed by peers who will provide thoughtful and respectful feedback. Usually, work will be hosted on students' blogs. Often, we ask students to share links to their work with their professional learning network via Twitter.

We ask students to engage in this type of public activity for several reasons germane to the MAET philosophy. Sharing work in draft form with others instills a design mindset; showcasing professional learning on the web highlights skill development for multiple stakeholders in the student's professional learning network; using multiple technologies to explore, create, and share work helps students to develop advanced skills and dispositions for technology integration in learning contexts. Participation in these activities is essential. Managing your online presence and identity, however, is an important part of this process.

As an MAET student, it is important to consider the online identity that you create for yourself. To participate in the MAET learning community, your work has to be publicly visible. However, you are encouraged to think carefully about the degree to which you want your MAET work to be identifiable as your own. Many students create Twitter handles and URLs for their blogs that include their real names. [e.g., @canmarcotte or https://canmarcotte.com/]

Others choose to create an online persona for their work because it makes more sense for them [e.g., @crazycoolscienceteacher or crazycoolscienceteacher.com]. This option is a way to remain anonymous to the world, but to also participate actively in your courses. Many students create accounts for third-party tech tools using an email address that is separate from their work email address. Many students keep personal information out of their blog posts. If you teach students, please think about the extent to which you make their identities public through your own choices around online identity too.

All MAET students should think critically about the personal/private boundaries that they need to establish, and make choices accordingly. You can choose anonymity.

Should you opt for a more private option for your online identity, the only place where your identity and online addresses will be linked is in the course ShareTracker - a spreadsheet used in several MAET courses for enrolled students ONLY that enables us to track completion of work and give access to our collective web-based work from one place.

ShareTrackers are disabled once courses are complete. We expect all students to be respectful of one another. This document should not be shared with anyone outside of the course.
MAET Expectations for Success

The Master’s of Educational Technology program sets minimum standards for student performance. To be included as part of the degree, students must maintain a 3.00 cumulative grade-point average for all courses counting toward the MAET degree. This standard is outlined in the academic handbook as well.

Tips For Being A Successful Online Learner

The ways to be a successful online learner are not that different from the ways you’ve been successful in other parts of your life as a learner. That said, the structures of the online course environment can feel a bit odd at first. Many students also struggle to feel connected to online courses because of the asynchronous format and lack of face-to-face “class time”.

In MAET we try really hard to structure our courses in a predictable way so that they’re easy to navigate. We also try to be very responsive to student questions and provide opportunities for you to interact with your colleagues and instructor through a range of course activities. There are a few ways that you can really get the most from your online course experience. Here are some tips...

- Establish a regular study/learning schedule. Online courses offer flexibility and self-directed learning opportunities, however they also have deadlines and commitments. Be sure to set aside time each day and/or week to focus on your course.
- Log on to your course at least 3 - 5 times per week. Each week there will be new assignments, readings, and tasks that you will need to complete, in addition to responding to your classmates’ reflections. Be willing and able to commit 15-20 hours per week/course.
- Check your MSU email daily and respond to your instructor and classmates. It is easy to forget to check your email, but since the success of your class depends on getting assignments and information - it is important!

Be sure to ask your instructor if you have any questions! Reach out to your instructor sooner rather than later. Instructors do their best to answer student questions within 24 hours of receiving a message. Always allow plenty of time for a response, however. Don’t expect an immediate response - but if you don’t get a response within 24 hours, ask again.
Be self-motivated and self-disciplined. Take responsibility for your own learning and plan to be a self-directed learner. Don’t expect the instructor to provide you with all the information and direction you need in the course.

Don’t wait until the last minute. Let’s face it... working adults lead busy lives. With work, family responsibilities, and community activities - it seems that the "free time" you thought you would have to spend working on your online studies mysteriously evaporates day after day. Before you know it, you’re falling behind. Although online learning offers a lot of flexibility, in most cases there are still deadlines, firm due dates and required regular participation. Careful time management is essential to your success. Schedule times for yourself to devote to your online learning rather than wait for that elusive break.

Participate in your class. Participate in online classroom discussions and postings as much as possible. Often your participation or lack thereof will have an impact on your grade. Your participation is also an excellent opportunity to meet students from all over!

Follow proper netiquette. Remember to be polite, respectful and professional at all times as part of your coursework and communications.

Expect the unexpected. Always plan ahead for unexpected obstacles. Common obstacles include computer crashes, losing work that hasn’t been saved, Internet issues, browser updates that interfere with the course management system or other web-based applications that you use, forgetting passwords. We highly recommend that you save all of your work in at least two different places, one of which should be on the cloud (e.g., in Google Drive, or in another secure online location). Develop contingency plans so that if your Internet goes down at home, you can still manage to complete work – especially if others in the class are depending on you.

How to Approach Learning in your MAET Courses
Students who enroll in MAET courses (that means you!) are risk-taking professionals. MAET students are known to push boundaries, innovate, and think critically about their practice as teachers. This mindset is also a programmatic expectation. We expect that you will use this program as your playground for deep thought about change, technologies, learning, teaching and their many interactions.

As creative people, we fully hope and expect that you will use an iterative approach to your learning process. We hope that you will expect “failure” and see it as an opportunity for improvement, revision, iteration and growth rather than some sort of final judgment of your skills, abilities or probability for success.
When instructors provide specific and constructive feedback and a grade, the grade is an indicator of how the iteration submitted to them for evaluation stacked up against what they know you are capable of. The feedback is provided to help you grow, to push your thinking, and to hasten change. Evaluation in MAET is never a statement about your potential. Please see grades as markers along your learning journey. Use feedback to drive your learning process. Take every opportunity to test your limits and take pride in the struggle. You're doing something big for yourself and for your students. Embrace the change—especially when it's hard.

**Top 10 Tips for MAET Writers**


Sometimes, the shift to graduate school and in particular, the elevated expectations for written and multimodal expression, can feel a bit, well, jarring. In the MAET program, professionals come to us from a vast array of academic and professional disciplines. We know that not everyone will have an undergraduate degree in literature or creative writing or work as a professional journalist or author! We do, however, expect everyone to craft clear, concise, and grammatically correct sentences. We also expect everyone to be able to express their thoughts using a range of disciplinary genres including, but not limited to, formal essays that require the use of evidence to support the construction of an argument, critical reflection, constructive commentary on the work of peers in social spaces, screencasts, and lesson plans. To develop as a writer, we have put together a list of 10 good tips that can guide your process. The hyperlink above provides access to the tips and several exemplars that could be of use to you as you navigate our coursework.