

BYU McKay School

INSTRUCTIONAL PSYCHOLOGY & TECHNOLOGY

MS Student Handbook

2024-2025

Welcome to the IP&T Program!

Welcome to the family. As a faculty, we are excited to get to know and work with each of you and look forward to calling you our colleagues. IP&T is full of world-class faculty that lead the field by serving and promoting innovative and research-backed methods of designing instruction. We are excited and committed to helping you improve your knowledge of learning and instruction in ways that help you become better designers, researchers, evaluators, developers or administrators.



IP&T is a broad field. Your fellow students hail from a variety of backgrounds. The career possibilities for IP&T graduates are just as diverse, with IP&T graduates in K-12 or higher education, corporate training, eLearning, government, non-profit organizations, and entrepreneurship. Check out edtechcareers.org to view a range of career possibilities in this field.

Take ownership of your education. IP&T currently promotes two primary tracks: Design & Evaluation or Research & Measurement. Consult with your faculty advisor to determine which path is best for you. Become familiar with the program and policies laid out in this handbook and communicate regularly with the program administrator and your advisor; complete your coursework with the aim of mastering your chosen program of study. Do these things and you'll likely find success and will graduate quickly.

What you learn in this program is going to be just as important as the people you come to know. Reach out to the faculty and they will help you identify pathways that promote your professional progression. Collaborate with your classmates. Connect with alumni. Present at and attend professional conferences. And finally, get to know students in similar programs at different universities. This will become your professional network that you will rely on well beyond your time as an IP&T student.

Let's get to work!

Peter J. Rich
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IP&T Department Chair

Getting Started

Beginning a graduate program can be a little intimidating. Here are some steps to help you feel connected from the minute you get your acceptance letter.

- Book a new student orientation appointment with Stacey Hardy, the Graduate Programs Administrator, at iptadmin.as.me
- Attend IP&T Connect before fall semester begins and get to know your cohort and temporary faculty advisor.
 - Your temporary advisor will help you get started until you have chosen your thesis committee chair or project/portfolio advisor.
 - Your sponsor is listed on your admission letter, but if you need help contact Stacey Hardy: 801.422.2746 or stacey.hardy@byu.edu.
- Take Seminar (IP&T 690R) both Fall and Winter your first year.
- Attend handbook orientation during fall semester seminar.
- Make sure you're getting emails from Groups.io, our communication platform.
 - **Your BYU student email address will be automatically added to our group. Make sure you are checking this address regularly!**
 - If you're not getting emails, please contact the Front Desk Team at iptsec@byu.edu.
 - [Here's a great tutorial on how you can use Groups.io.](#)
- Get involved in our student organization, [IPTSO](#). Attending activities is a fantastic way to informally interact with your cohort, more advanced students, and faculty.
- Don't be afraid to ask questions!

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1.0 COMMUNICATION

1.1 Groups.io

The main method of mass communication for the department is via [Groups.io](#), which is similar to a listserv with topical channels, allowing messages to be delivered to you directly via email.

*Warning: If you receive an email via Groups.io and you **respond all**, your response will be sent to everyone in the group (hundreds of people). If your message is for a single person, please email them directly.*

Sending a message:

- Email currentstudents@byuipt.groups.io to reach current students.
 - This list includes about 100 people.
- Email main@byuipt.groups.io to reach all students, faculty, and alumni.
 - This list includes about 700+ people.
- Use one of the [current hashtags](#) in the subject line of your email. If you don't, the email won't go out to the group.
- You can also mute topics you're not interested in on the Groups.io site. (See the tutorial below for more info on how to do this.)

Pro Tip: Make sure you're checking your student email and getting emails from Stacey Hardy and iptsec—these emails will alert you to deadlines and give vital information. Ignore these emails at your own risk.

[TUTORIAL: GROUPS.IO](#)

Current Hashtags

currentstudents@byuipt.groups.io

- #campusjobs — jobs available on campus or in the dept. for current students
- #jobs — off-campus jobs for current students
- #congrats — celebrations
- #courses — info about IP&T courses

main@byuipt.groups.io

- #jobs — job postings for graduates
- #defense — announcements for prospectus, thesis, or dissertation defenses
- #admin — important information from IP&T Department
- #celebrate — celebrations for publications, passed defenses, family news, etc.
- #iptso — IPTSO Events and Announcements - for Alumni & Current Students
- #alumni — events, get-togethers, and announcements for Alumni & Friends
- #studentjobs — jobs/internships for currently enrolled students
- #publications — share new publications you have authored
- #chat — friendly chatter
- #poll — poll your colleagues and fellow students

1.2 Slack

There is an unofficial Slack group where you can connect with students, faculty, and alumni. It is located at byuipt.slack.com. To receive an invitation to join contact iptsec@byu.edu.

1.3 LinkedIn

There's also an unofficial LinkedIn group used by alumni you can [join here](#).

1.4 Box

As a graduate BYU student you have an account with [Box](#), a cloud storage system. This is **not to be used for personal file storage**, instead it's a place we use to keep records of completed milestones in your degree path.

To log in, go to box.byu.edu and use your netID and password.

Upon entering the program, the Front Desk Team will create a shared folder for you that will be visible to you, your advisory committee, the Front Desk Team, and any other faculty who need access to evaluate your work. Make sure you're uploading work to this folder and not the main IP&T folder where anyone can see and access your files.

Before graduation, your Box folder should have the following files:

- Student evaluations from each semester of the program
- Complete and approved thesis, project/portfolio, or dissertation
- Scans of any hard copy forms relating to your degree

2.0 PROGRESS + SUCCESS

2.1 IPT Connect

IPT Connect is a required two-day in-person experience at the beginning of each fall semester. Gathering new knowledge and skills is important, but creating connections with faculty and fellow classmates is vital. IPT Connect will introduce you to the people who will change your life over the next few years.

During IPT Connect you will,

- Feel your place among a community of online and in-person students, faculty/staff, and alumni.
- Understand how you fit with the larger BYU community, campus activities, and places.
- Create your path after understanding program requirements and building aspirations with the IPT community.

For incoming students, both days of IPT Connect are required. For returning students, only the second day of IPT Connect is required. Watch your email for an announcement about the date, time, and location of this event for your cohort.

2.2 Part-time Study

The Instructional Psychology & Technology department's graduate programs are designed for full-time study.

Part-time study is possible, but keep in mind that it limits your ability to take advantage of all available classes, participate in department seminars, interact with other students, and get research experience.

2.3 Keys to Success

- Ask questions.
- Keep in regular contact with your committee chair or project advisor.

- Make and achieve [SMART](#) goals.
- Keep your Program of Study current as your interests/plans evolve.

2.4 Minimum Requirements

- IP&T requires successful completion of 12.0 credits per academic year (Fall through Summer) for MS students prior to completing coursework.
- Maintain a Program of Study GPA of at least 3.0—falling below results in dismissal from the program.
- Complete thesis prospectus or project proposal before taking more than 2.0 credits of 698R (project) or 699R (thesis).
 - **Section 001** for those who are writing their proposal for their MS Project or Prospectus for their Thesis
 - **Section 002** for those who have submitted an approved project proposal or thesis prospectus
 - **Section 003** for the Portfolio Prep Class (offered only in the Fall and Winter semesters)
- Below a B- in a course results in a marginal or unsatisfactory rating on your subsequent student evaluation review. (Student evaluation reviews are completed by the faculty once in fall semester and once in spring term.)
- Two consecutive marginal or unsatisfactory ratings result in an automatic drop from the program.

2.5 Student Progress Evaluations

Student progress evaluations happen twice a year. These evaluations are made by your chair in consultation with all faculty to determine whether you are making satisfactory progress in the program. When you receive your evaluation you will have one of three possible assessments:

2.6 MS Benchmarks

- **Satisfactory**

- You have taken the required 12 credits/academic year prior to completing all coursework.
- You have maintained an acceptable GPA (3.0 or better) and a B- or above in all program coursework.
- You completed the most recent self-evaluation survey.
- You have an approved program of study by January 15th of your first year.

- **Marginal**

- You didn't complete the most recent self-evaluation survey.
- You haven't identified a focus area for MS thesis/project after completion of required coursework.
- You have been registering for thesis/project hours with little or no evidence of work done towards completion.
- You've had minimal contact with chair or advisory committee during thesis/project work.
- Repeated failure to respond to email communication from IP&T faculty and administration.
- Lack of significant progress toward degree completion.

- **Unsatisfactory**

- You failed to complete your program of study by Jan. 15th of your first year.
- You received a grade in a course falling below a B-.
- The dept. has concerns about your ethical or professional behavior.
- You haven't made significant progress towards degree completion.
- Failure to resolve any problems or fulfill any requirements indicated in a previous marginal or unsatisfactory review.

A **marginal** or **unsatisfactory** rating requires a meeting with your chair to create a plan for moving forward toward degree completion.

Two marginal or unsatisfactory ratings in a row result in termination from your graduate program.

2.6 Self Evaluations

Twice a year, prior to your student evaluation, you are required to submit a self evaluation. **Failure to submit your self evaluation results in an automatic unsatisfactory student evaluation.**

Due Dates

Fall Semester: November 1st

Winter Semester: May 1st

[MS SELF EVALUATION FORM](#)

2.7 Out-of-Cycle Applicants

Students sometimes request to begin the program out of cycle (e.g., starting coursework in January instead of August). The IP&T program rarely considers out-of-cycle applicants for admission because doing so requires more administrative work, creates a disconnected experience with other incoming students beginning in the Fall, and can introduce scheduling difficulties resulting from course availability and unpredictable faculty course teaching loads.

Generally speaking, beginning the program early does not provide sufficient benefit to students to justify the difficulties of out-of-cycle consideration.

The main exception to this may be current IP&T MS students who have been accepted to the PhD program and will graduate in December. In these cases, however, students should not consider an out-of-cycle application unless they have successfully defended a prospectus and set a firm, feasible graduation date with their chair.

All applicants must petition their case to the IP&T department chair for out-of-cycle consideration, and admission is based on past performance of the student and available openings in the program.

2.8 Requesting to Transfer or Waive Courses

If you have a previous master's degree or you've taken graduate level courses that weren't counted toward an undergraduate degree, you are eligible to request to have some courses transferred or waived.

[TRANSFER/WAIVE/POST-BACC REQUEST](#)

Transfer

Transfer credit: Prior graduate coursework, once approved, can be counted toward your overall required credit hours.

Your courses can be transferred to complete core and skills requirements or as a specialization course.

For example, if you already completed an MS degree in an education technology field and the committee decides that one of your previous classes will count as IP&T 520: Foundations of Instructional Technology, you won't need to include IP&T 520 in your program of study and the credit hours will transfer to your IP&T transcript.

For credits to transfer, they must be "B" or better grade(s) (cannot be pass/fail credit) and graduate level courses at the transfer university.

Undergraduate courses will not be accepted as transfer courses.

MS students may transfer up to 10.0 credits.

Waive

Waived courses: You are not required to take a class when it is waived, and you do not have to include that class on your program of study. Your previous experience replaces the classroom experience. However, to meet the credit requirement for the degree, you will need to add an extra core or specialization course under the direction of your committee chair.

For example, if you are in the PhD program and already have a master's degree in English, the department might approve your request to waive the requirement to take IP&T 510 – Scholarly Writing. You won't be required to take the course, but to meet the credit requirement of the program, you will have to take an extra 3.0 credits of specialization.

Senior or Post-Baccalaureate Credit

Senior Credit: Graduate credit hours taken prior to completing the bachelor's degree that are not counted toward the undergraduate degree.

Post-Baccalaureate Credit: Any credit earned after you completed your bachelor's degree and before entering your current graduate program.

You may only request a maximum of 10.0 credits of senior or post-baccalaureate classes to apply to your graduate degree. Senior credits may not apply to both baccalaureate and master's degrees.

Transfer/Waive Request Due Date

Complete the request form by **May 20th** after receiving your acceptance.

A committee meets twice a year to make decisions on these types of requests.

Starting the PhD Program from the MS

Students with an MS in IP&T from BYU do not need to fill out the request form: 34.0 credits from your MS will be applied as a lump credit sum, leaving you with 56.0 credits to complete as part of your doctoral program.

[TRANSFER/WAIVE/POST-BACC REQUEST](#)

2.9 Recommended Reading

One of the best ways to become familiar with the field and current research is to read. Here are some faculty suggestions for books and journals to help you better understand the field before beginning the program.

Books

- [Foundations of Learning and Instructional Design Technology](#) by Richard E. West and Heather Leary
- [Becoming a Learning and Instructional Design Technology Professional](#) by Richard E. West and Heather Leary
- [Real-world Instructional Design](#) by Cennamo and Kalk
- [The I.D. case book: Case studies in Instructional Design](#) by Ertmer and Quinn
- [Making It Stick](#) by Brown, Roediger, and McDaniel
- [Psychology of Learning for Instruction](#) by Marcy P. Driscoll

- [Design for Learning: Principles, Processes, and Praxis](#) by Jason McDonald and Richard E. West.
- [K-12 Blended Teaching: A Guide to Personalized Learning and Online Integration](#) by Charles R. Graham, Jered Borup, Cecil R. Short, and Leanna Archambault
- [The Students' Guide to Learning Design and Research](#) by Royce Kimmons
- [How People Learn II: Learners, Contexts, and Culture](#) produced by The National Academies of Science, Engineering, & Medicine
- [50 Years of Education Research Trends](#) by Royce Kimmons and Julie Irvine

Journals

Journals can be accessed through lib.byu.edu once you are officially a student.

- [TechTrends](#) (a leading practitioner journal from AECT)
- [Educational Technology Research & Development](#) (a leading research journal from AECT)
- [Journal of Applied Instructional Design](#) (JAID; a practitioner journal from AECT)
- [Top Educational Technology Journals on Google Scholar](#)
- [Top Educational Psychology Journals on Google Scholar](#)

3.0 MASTER'S DEGREE OVERVIEW

3.1 Completing the Research & Measurement Track (RT)

The research track is for students considering doctoral degrees and future academic careers. It's designed to provide a strong foundation in qualitative and quantitative methodologies and prepare you for a research thesis, journal publication, and future doctoral coursework.

BIRD'S EYE VIEW OF RT

1. Complete your program of study.
2. Select your thesis committee.
3. Complete an internship.
4. Complete coursework.
5. Throughout the program keep a professional portfolio/CV of projects and deliverables from your coursework and internship (RECOMMENDED not required).
6. Write a thesis prospectus.
7. Successfully defend prospectus.
8. Write the thesis.
9. Pass a thesis defense.
10. Submit your thesis as an ETD.
11. Celebrate!

Research & Measurement Track: Completion Checklist

** The timeline is for full-time students and will need adjustment based on your personal circumstances.

After the acceptance letter	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Enter your decision and student info by clicking here. <input checked="" type="checkbox"/> Read this handbook. <input checked="" type="checkbox"/> Review course offerings. <input checked="" type="checkbox"/> Make a new student orientation appointment with Stacey Hardy, at iptadmin.as.me. <input checked="" type="checkbox"/> Meet your temporary advisor at IPT Connect. <input checked="" type="checkbox"/> Submit any transfer/waive requests by May 20th <input checked="" type="checkbox"/> Register for your first semester courses. <input checked="" type="checkbox"/> Make arrangements to attend IPT Connect.
Year 1: Spring	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Take core courses. (Optional early start)
Year 1: Fall	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Attend IPT Connect. <input checked="" type="checkbox"/> Take IP&T 690R: Seminar, along with other core courses. <input checked="" type="checkbox"/> Prototype your program of study. <input checked="" type="checkbox"/> Get familiar with the Graduate Progress tracking system.
Year 1: Winter	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Select a chair for your advisory committee. <input checked="" type="checkbox"/> Consult with your chair to select two additional members of your advisory committee (Not a requirement if doing the project + portfolio). <input checked="" type="checkbox"/> Complete your program of study by January 15th and submit by clicking here.
Year 1: Sp/Su	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Complete your internship. <input checked="" type="checkbox"/> Meet w/your chair to discuss progress and prospectus.
Year 2: Fall	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Continue to complete coursework. <input checked="" type="checkbox"/> Finish writing prospectus. <input checked="" type="checkbox"/> At least two weeks prior to the defense, complete the prospectus defense scheduling form. (Not a requirement if doing the project + portfolio.) <input checked="" type="checkbox"/> Defend prospectus. <input checked="" type="checkbox"/> Upload final prospectus to Graduate Progress and make sure every member of your committee approves it.

Year 2: Winter	<ul style="list-style-type: none"> <input type="checkbox"/> Apply for graduation in Graduate Progress. <input checked="" type="checkbox"/> Make a graduation appointment with Stacey Hardy. <input checked="" type="checkbox"/> Make sure your ecclesiastical endorsement is current. <input type="checkbox"/> Finish your thesis. <input type="checkbox"/> Plan a tentative thesis defense date with your committee one month in advance. <input type="checkbox"/> Distribute your final thesis draft to your committee one month in advance. <input type="checkbox"/> Complete any corrections/revisions two weeks in advance. <input type="checkbox"/> Upload the final draft of the thesis to Graduate Progress. <input type="checkbox"/> Schedule the defense. <input type="checkbox"/> Defend! <input type="checkbox"/> Complete any necessary revisions. <input type="checkbox"/> Make sure your committee has approved your thesis in Graduate Progress. <input type="checkbox"/> Make sure that required documents are uploaded to your Box folder. <input type="checkbox"/> Complete ETD process. <input type="checkbox"/> Work on getting a job.
ETD Process	<ul style="list-style-type: none"> <input type="checkbox"/> Thoroughly read and understand the information on the McKay School Thesis and Dissertation site. <input type="checkbox"/> Complete the thesis/dissertation checklist. <input type="checkbox"/> At least 2 weeks prior to the deadline to submit the Word doc to the dean's office, send your completed thesis in Word format and your completed checklist to the department editor. <input type="checkbox"/> Make any changes requested. <input type="checkbox"/> Send your Word doc to the Graduate Program Coordinator. <input type="checkbox"/> Make any changes requested. <input type="checkbox"/> With Graduate Coordinator's permission, you or your graduate coordinator will send an updated, clean MS Word final version by email to jena.green@byu.edu in the Dean's Office. <input type="checkbox"/> Make any changes requested. <input type="checkbox"/> Submit the final, revised copy of the thesis in PDF format by email to jena.green@byu.edu in the Dean's Office. <input type="checkbox"/> Make any changes requested. <input type="checkbox"/> With approval, submit the final, revised copy of the thesis in PDF format to the Graduate Progress system under the ETD box. <input type="checkbox"/> Make any changes requested by Graduate Studies. <input type="checkbox"/> Make any changes requested by the Graduate Program Coordinator. <input type="checkbox"/> Make any changes requested by the Dean's Office. <input type="checkbox"/> Make any changes requested by Graduate Studies. (Yes! It

	<p>goes there twice.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Once the green checkmark appears in the ETD box, you are finished!
Graduation	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure you've applied for graduation. <input type="checkbox"/> Schedule an appointment with Stacey Hardy to make sure all requirements are met, at iptadmin.as.me. <input type="checkbox"/> Complete defense and ETD. <input type="checkbox"/> Confirm coursework is complete. <input type="checkbox"/> Check your transcript for any missing grades or T grades. <input type="checkbox"/> Complete the Department Exit Survey. <input type="checkbox"/> Schedule an Exit Interview with the IP&T Graduate Coordinator. <input type="checkbox"/> Relax and celebrate!
Year 3-5 If necessary	<ul style="list-style-type: none"> <input type="checkbox"/> Make an individual completion plan with your chair, approved by the dept. Chair. <input type="checkbox"/> All requirements must be completed or you will be automatically dropped from the program without a degree.

3.2 Completing the Design & Evaluation Track (DT)

The design track prepares students for work as an instructional designer in corporate, government, and education settings. Instructional designers typically work with a diversely skilled team of professionals to design and develop learning materials. You will develop a skillset that allows you to contribute a thorough knowledge of learning instruction wherever your professional career takes you.

BIRD'S EYE VIEW OF DT

1. Map a preliminary program of study in consultation with your temporary advisor.
2. Select your project/portfolio advisor.
3. Complete an internship.
4. Complete coursework.
5. Throughout the program keep a professional portfolio of projects and deliverables from your coursework and internship.
6. Write a project proposal.

7. Successfully get approval from your advisor on your project proposal.
8. Complete project + portfolio.
9. Pass an evaluation of your project and a portfolio jury.
10. Submit your project to the library repository.
11. Celebrate!

Design Track: Completion Checklist

** The timeline is for full-time students and will need adjustment based on your personal circumstances.

After the acceptance letter	<input type="checkbox"/> Enter your decision and student info by clicking here. <input type="checkbox"/> Read this handbook. <input type="checkbox"/> Review course offerings. <input type="checkbox"/> Look over the suggested graduation plan. <input type="checkbox"/> Make a new student orientation appointment with Stacey Hardy, at iptadmin.as.me . <input type="checkbox"/> Plan to meet with your temporary advisor during IPT Connect. <input type="checkbox"/> Submit any transfer/waive requests by May 20th <input type="checkbox"/> Register for your first semester courses. <input type="checkbox"/> Make arrangements to attend IPT Connect.
Year 1: Spring	<input type="checkbox"/> Take core courses.
Year 1: Fall	<input type="checkbox"/> Attend IPT Connect. <input type="checkbox"/> Take IP&T 690R: Seminar, along with other core courses. <input type="checkbox"/> Prototype your program of study . <input type="checkbox"/> Get familiar with the Graduate Progress tracking system .
Year 1: Winter	<input type="checkbox"/> Select an advisor for your project and portfolio. <input type="checkbox"/> Complete your program of study by January 15th and submit by clicking here.
Year 1: Sp/Su	<input type="checkbox"/> Complete your internship. <input type="checkbox"/> Meet w/your advisor to discuss progress and project proposal.
Year 2: Fall	<input type="checkbox"/> Continue to complete coursework. <input type="checkbox"/> Finish your project proposal (template) and get approval from your advisor to begin taking project credit. 698R Add

	<p>Code Request</p> <ul style="list-style-type: none"> <input type="checkbox"/> Upload final proposal to the Graduate Progress System and to your Box folder.
Year 2: Winter	<ul style="list-style-type: none"> <input type="checkbox"/> Complete your project. <input type="checkbox"/> Write your project report. <input type="checkbox"/> Submit draft to your advisor for review and make necessary revisions. <input type="checkbox"/> Submit your project for evaluation. <input type="checkbox"/> Complete your self-evaluation. <input type="checkbox"/> Edit final version of your project report. <input type="checkbox"/> Submit project report and supplementary files to the IP&T Project Repository and to Grad progress. <input type="checkbox"/> Complete any necessary revisions. <input type="checkbox"/> Make sure your jury has approved your project/portfolio in Graduate Progress. <input type="checkbox"/> Complete ETD process.
Project Process At a Glance	<ul style="list-style-type: none"> <input type="checkbox"/> Complete your project. <input type="checkbox"/> Write your project report. <input type="checkbox"/> Submit draft to your advisor for review and make necessary revisions. <input type="checkbox"/> Submit your project for evaluation. <input type="checkbox"/> Complete your self-evaluation. <input type="checkbox"/> Edit final version of your project report. <input type="checkbox"/> Submit project report and supplementary files to the IP&T Project Repository and load it to Grad progress. <input type="checkbox"/> Make sure your advisor has approved your project in Graduate Progress.
Portfolio Process At a Glance	<ul style="list-style-type: none"> <input type="checkbox"/> Attend the portfolio training. <input type="checkbox"/> Plan your coursework with your portfolio in mind. <input type="checkbox"/> Collect your portfolio artifacts. <input type="checkbox"/> Sign up for portfolio credit (698R). <input type="checkbox"/> Assemble your portfolio. <input type="checkbox"/> Schedule your jury. <input type="checkbox"/> Complete your self-evaluation. <input type="checkbox"/> Present your portfolio to the jury. <input type="checkbox"/> Make final changes to your portfolio. <input type="checkbox"/> Upload your final portfolio to your student Box folder.
Graduation	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure you've applied for graduation. <input type="checkbox"/> Schedule an appointment with Stacey Hardy to make sure all requirements are met, at iptadmin.as.me. <input type="checkbox"/> Complete project and portfolio.

	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm coursework is complete. <input type="checkbox"/> Check your transcript for any missing grades or T grades. <input type="checkbox"/> Complete the Department Exit Survey. <input type="checkbox"/> Schedule an Exit Interview with the IP&T Graduate Coordinator. <input type="checkbox"/> Make sure that required documents are uploaded to your Box folder. <input type="checkbox"/> Relax and celebrate!
<p>Year 3-5 If necessary</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Make an individual completion plan with your advisor, approved by the Dept. Chair. <input type="checkbox"/> All requirements must be completed or you will be automatically dropped from the program without a degree.

4.0 MS PROGRAM OF STUDY

Your program of study is a contract between you, the department, and the university outlining the courses you propose to take for degree completion and is due January 15th in your first year of study. This might seem a little stressful to make long-haul decisions when you're just starting out, but don't worry, your program of study can be changed as your interests and goals become more defined. Your initial coursework outline is a starting place so you have a road map to work from as you choose coursework and other learning opportunities.

4.1 Required Coursework

Located at the links below are your lifelines in mapping out a Program of Study.

[STUDENT VIEW: IPT COURSE OFFERINGS & SCHEDULE](#)

These planning worksheets are for your personal use. Open the document and then make a copy for yourself, using the blueprint we've made to map out your coursework.

[BYU IP&T MS RESEARCH TRACK WORKSHEET](#)

[BYU IP&T MS DESIGN TRACK WORKSHEET](#)

Once you've completed your worksheet and discussed it with your committee chair or project sponsor, use the forms below to submit your Program of Study to the Front Desk Team. The Front Desk Team will then enter it into GradProg and then, first your committee or project advisor will approve it, and then Stacey will approve it.

[RESEARCH TRACK PROGRAM OF STUDY SUBMISSION FORM](#)

[DESIGN TRACK PROGRAM OF STUDY SUBMISSION FORM](#)

When changes are necessary to your approved program of study, this form must be filled out and signed by your committee chair.

[IP&T PROGRAM OF STUDY CHANGE FORM](#)

4.2 Internship Course: 599R, 3.0 credits

Internship experiences help you reinforce skills and principles you've learned in your classes and give you additional practical expertise.

The internship is a "real world" work experience under the supervision of a qualified professional, performing work on a professional level for a client who may or may not be within the university community. Some, but not all, internships are paid.

All IP&T graduate students must participate in an internship experience while in the program. As a masters student, you are required to complete a minimum of 3.0 credit hours of internship, IP&T 599R.

- To meet this requirement you may register for 1-3 credit hours of IP&T 599R during any semester or term.
- You should plan on working approximately 42 hours over the semester for each hour of credit awarded.
- Students may not register for more than 3 credit hours of internship per semester/term, although they may work more than 10 hours per week on an internship.
- Note that if you take IP&T 664 there is a built-in internship and you are required to complete 599R the semester following enrollment in IP&T 664.

What Counts as an Internship?

Acceptable as Internships	Unacceptable as Internships
Successfully completing IP&T 664 & 599R sec. 002	Only taking pictures that will be used in the instructional materials
Helping design, produce, and validate instructional materials	
Helping conduct an evaluation study, which could involve various aspects of designing the study, developing instruments, collecting and analyzing the data, or writing the report	Only tabulating and entering data in a spreadsheet

Helping conduct a research study, which could involve doing a literature review, designing the study, writing a proposal, developing instruments, collecting and analyzing the data, or writing the report

Only editing the reports

Major responsibility for teaching a course

Only grading papers and exams

How Do I Find an Internship?

You are responsible for finding and negotiating your internship experience.

Listed below are a few ways to find internships.

- Teaching assistantships are regularly available for certain undergraduate courses within the department. Please contact peter.chan@byu.edu for more information.
 - IP&T 370
 - IP&T 371, Technology Integration 1
 - IP&T 372, Technology Integration 2
 - IP&T 373, Online and Blended Learning
- Subscribe to the [IP&T Groups.io](https://www.instagram.com/ipandtgroupsio/), where internships are posted regularly under the channel #studentjobs
- Consult with the Chair of the IP&T Department
- Talk to IP&T faculty members about research internships in their areas of interest
- Ask other IP&T students, especially those who have been in the program for several years, if they are aware of possible internships
- Contact organizations that have provided internships in the past:
 - [Department of Instructional Psychology & Technology](#)
 - [BYU David O. McKay School of Education](#)
 - [BYU Center for Teaching and Learning](#)
 - [BYU Faculty Center](#)

- [BYU Independent Study](#)
- [BYU Center for Service and Learning](#)
- [BYU Technology-Assisted Language Learning \(TALL\)](#)
- BYU Second Language Departments
- [LDS Missionary Training Center](#)
- [LDS Church](#)
- [Western Governors University](#)
- [Allen Communications](#)
- [Thanksgiving Point](#)
- [Utah Valley University](#)
- [Micro Focus \(previously Novell\)](#)
- [Imagine Learning](#)

You should select a wide variety of internship experiences. Ideally you should identify internship experiences in each of the major areas of the program: instructional design, evaluation, measurement, research, and teaching.

Avoid doing all of your internship work with one organization or individual. Consider internship experiences that relate to your career goals. Research and teaching internships are especially important for those interested in an academic career.

Can I Intern at My Current Job?

A project at your current job may count towards internship credit, with the following considerations.

You need to explain in your internship contract how you will extend your normal work experience during the semester/term you receive internship credit.

Post-internship, your internship supervisor will certify that you completed projects above and beyond your normal work role as part of the grading process. This is to ensure that you are receiving academic credit for a learning experience that stretches you and not just for work you would have done regardless of your student status.

In rare cases, and with prior approval of the internship coordinator, your standard work assignment(s) may count for internship credit without additional modification.

Examples of how you could extend your current assignments include (but are not limited to) the following: seeking additional mentoring from your supervisor or a more experienced employee with whom you do not normally interact; contributing to a project outside your common work assignments; meeting with a member of the faculty 3-4 times throughout the semester to help connect your work experiences to the academic side of the field; or coaching other members of your team on knowledge/skills learned in your IP&T courses.

Registering for Internship Credit

Step 1

- Complete the [online internship application](#) WELL BEFORE the add/drop deadline.

Before you can register for internship credit this application must be complete. Make sure to fill in current contact information for yourself and the internship provider. Once you have submitted this application, an email will be automatically sent to the department internship coordinator for approval.

Step 2

- Get documentation from your internship supervisor (the person providing the internship) that she/he agrees to the internship description and outline of duties you included in your online application.
- Send this documentation to the department internship coordinator, Dr. Jason McDonald. jason@byu.edu

Step 3

- Register for IP&T 599R before the add/drop deadline.

You must register for the course during the semester you are completing the internship. Once the internship coordinator approves the online internship application, you will receive an email verifying your approval. At that point, you will be able to add 599R to your schedule.

Your Final Grade

The department internship coordinator will contact the internship provider directly to get grade information and feedback at the end of the semester contract.

Pay Scale

Although students don't always receive pay for an internship, frequently internships are funded. The university pay scale corresponds to the student's status in the program.

Students working with outside agencies or organizations are free to negotiate their own pay scale.

5.0 COMPLETING THE RESEARCH TRACK

5.1 The Thesis Committee: Research Track

In your acceptance letter you were assigned a temporary advisor. A temporary advisor, as you might expect, is temporary. At IPT Connect you will have a chance to meet and talk with your temporary advisor.

Here are a few of the things your advisor can help you with:

- Advise you on your first semester registration
- Answer questions you have about the IP&T curriculum
- Help you decide between the research track and the design track
- Help you select a permanent thesis committee chair

Selecting a Chair and Committee

Selecting your thesis committee is one of the most crucial initial steps toward finishing your degree. (But if that sentence paralyzes you, take a breath. Your chair and committee aren't set in stone and if your interests change, you can change your committee accordingly.)

Your committee is traditionally composed of 3 people: your committee chair and two other committee members.

Your committee chair must be a faculty member in the department with graduate faculty status, with at least two total IP&T faculty members on your committee. Scholars from other universities and scholars at BYU without graduate faculty status may be considered based on their scholarly activity.

They will serve as an additional member of your committee. If you would like to add a committee member outside the department, consult with your chair or the department chair.

With your chair and committee, you will define your topic, develop your proposal, conduct your research, and write your master's thesis. Ultimately, the chair and committee that you select will judge the quality of your scholarship and whether or not you are ready to receive your degree. Your work will reflect on the department, college, and university as a whole.

Your chair will have the most influence and input over the thesis process. While the specifics of the role can vary, some functions of the chair are universal:

- Approves thesis topic
- Approves other committee members
- Approves every line, section, and chapter of your thesis
- Determines how committee members will be involved
- Decides when you are ready to defend your thesis

Selection Criteria

As you work on choosing a chair, consider these factors:

- Expertise
 - A chair with expertise in your area of interest can identify difficulties you may run into during your study, direct you toward literature on your topic, and guide your choice of methods for collecting and analyzing data.
 - They will be more naturally invested in your research if it falls in their expertise.
- Accessibility
 - Having an accessible committee chair makes a big difference. Think about whether your potential chair will be available to mentor you throughout your work.
 - Has the faculty member already reached their mentoring limit of 15 students?
 - Is the faculty member involved in a demanding project?
 - Do they have commitments that take them frequently away from campus?

- Will they be on campus in spring/summer if that's when you plan to write the bulk of your thesis?
 - Are they planning a sabbatical leave soon?
 - Are they considering an appointment at another institution?
 - Are they a new faculty member? (Their advising load may be limited while they learn the ropes.)
 - How close are they to retirement?
 - Are they currently chairing a large number of students?
- Feedback
 - Feedback is so important.
 - Does the faculty's feedback inspire you to be better and work harder?
 - Can you use the feedback to create a better draft?
- Personality
 - Find a chair whose personality doesn't conflict with your personality to the point of stalling your work. Writing a thesis is a collaborative process; you need someone who you can work well with.
 - Do your mentoring expectations match those of the chair?
 - How closely, or loosely, does the chair monitor student progress?
 - How does the chair communicate their critique of student work?
 - Are there other specific characteristics you are looking for in a chair?
- Attitudes toward methodology
 - Your chair's attitude toward methodology, or preference for a particular data collection and research method, should match your research interests. The issue is not which method is better overall, but which method(s) will best answer your particular research question or direction of inquiry.

Making Changes to Your Committee

Often picking a committee chair can be daunting, especially as you're a newbie in the program. Take your first semester to get to know faculty — take advantage of soup lunches after seminar, informal time in the lab, and small group discussions with faculty members.

Your committee is due January 15th, but we expect some amount of flux in your plans. It's not about not changing plans: it's about communicating those plans. If your plans change as you learn, talk with your chair.

If you need to change a member of your committee (or your whole committee!), the change needs to go through the Graduate Programs Administrator, Stacey Hardy.

5.2 Writing the Thesis

School of Education Guidelines

[The thesis and dissertation aids website](#) from the McKay School of Education should be your best friend. Refer to it often during the writing process. Also, jena.green@byu.edu can be a great help.

[MCKAY SCHOOL THESIS AND DISSERTATION AIDS](#)

TRUTH: 9 out of 10 grad students agree that using an official Word template for your thesis or using styles in Google docs from the beginning will make your life 101% better when you get to the ETD process. The other grad student is still trying to bookmark headings.

Journal Ready Thesis Templates

A journal ready thesis consists of a journal-ready article and either an extended literature review or an annotated bibliography.

[JOURNAL-READY THESIS TEMPLATE](#)

Traditional Thesis Template

[TRADITIONAL THESIS TEMPLATE](#)

Plagiarism Policy

Before writing anything, please be aware of [BYU's interpretation of and policy on plagiarism](#). Ignorance of what constitutes plagiarism does not excuse it ([D&C 131:6](#)).

The IP&T department requires all IP&T students to have their thesis or project prospectus and final manuscript checked for originality and plagiarism. You must share the findings of the originality

check with your committee chair and then work with the chair to eliminate or account for potential areas of concern prior to sending the document to your committee for review. The plagiarism check must also be sent to the graduate coordinator when you turn in your final draft. Failure to follow this policy could result in a delayed or blocked graduation.

Process to Check for Originality/Plagiarism

It is your responsibility to submit your document into the originality checker in Learning Suite.

1. Open your course list in Learning Suite, and click on the Communities tab.
2. Open the IP&T Originality Checking 2024 course.
3. In Assignments, upload your manuscript/write-up in the correct area. The check takes about 24 hours.
4. Once this task has been completed, you must meet with your committee chair to review the results and take appropriate steps to ensure the ideas presented in the document are original and that the document is free of any plagiarism. It is then the responsibility of you and your chair to report the results of this process to the rest of the committee. You must also send a copy of your originality check to the graduate program coordinator, Dr. Richard West (rickwest@byu.edu).

5.3 Steps to Completing the Research Track

You'll find here an overview of critical steps to completing your degree: you will need to refer to specific documents and conversations with your chair for more detailed information.

Step 1: Map out and Complete all Coursework

Step 2: Identify a Thesis Topic

Identifying a good thesis topic requires thought, study, and consultation with members of your advisory committee.

The type of research project should be selected based on your interests, expertise, and career goals. In some instances, the project might be an outgrowth of a previous course project or internship. In such

a case, you should consult with your committee to ensure that the additional level of effort is defensible for project credit.

You can't be awarded course or internship credit and thesis credit for the same activity unless the total time devoted to the activity equals the total amount of credit being awarded. Review previous theses that are available online to obtain an idea of the range and scope of acceptable projects.

Step 3: Finalize your Advisory Committee

Three Advisory Committee Members

- Your Chair (an IP&T Faculty member)
- 2 Committee Members with Graduate Faculty Status

PRO TIP: If you choose an outside member without graduate faculty status, you will need to submit a petition to the Dept. Chair, the Dean of the College, and Graduate Studies. If accepted, this person would be a “special committee member” and not count toward the minimum of three committee members.

You should look over your advisory committee — often a committee that made sense at the beginning of your program may need revision. You aren't under any obligation to remain with the committee you form in your first year and no one's feelings will be hurt if you decide to change things. Just make sure that you are communicating with your chair and committee members as you make changes.

The committee chair must be a faculty member in the IP&T department.

Step 4: Enter your Committee into the Graduate Progress System

The front desk team will be responsible for entering your committee into the [Graduate Progress System](#), but you are responsible for making sure the information is correct.

Step 5: Sign up for Thesis Credit -- Writing Support

You should register for 1.0 credit of IP&T 699R sec. 001 (Writing Support) when you first begin your thesis.

Step 6: Sign Up for Remaining Thesis Credit

You may only register for up to 2.0 thesis credits before successfully defending a prospectus and receiving approval to move forward by your committee.

You need to complete a total of 6.0 hours of thesis credit in order to graduate.

These credits may be taken over a period of one or two semesters, as you prepare the prospectus, conduct the project, and write the report.

In order to register, you need an add code. [Use this form to request an add code.](#)

VITAL INFO: You must be registered for 2.0 credits of graduate credit (either 699R or another graduate course) in the semester/term you intend to graduate.

Step 7: Prepare your Prospectus

The next major stage in preparing your thesis is to write a prospectus and have it approved by your advisory committee and the Department Chair or Graduate Coordinator.

At this stage you will be making critical decisions concerning the scope, content, and design of the thesis.

An approved prospectus is a contract between you and your committee. If you complete the thesis as outlined in the prospectus, committee members may not subsequently add additional requirements. Similarly, you shouldn't make major alterations to your thesis without consulting your committee.

Your prospectus should be prepared in stages.

- Begin by discussing thesis ideas with your advisory committee chair and other members.
- After the committee gives informal approval, prepare a written mini-prospectus of three to ten pages in length that outlines the problem or topic to be addressed and a brief description of how you plan to address it.
- After receiving favorable feedback on the mini-prospectus from the committee members, you're ready to prepare the formal prospectus.
- Consult with your advisor and committee members frequently as you prepare your prospectus. Submit early drafts to your chair for review and feedback. Expect to iterate through multiple drafts.

Step 8: Schedule a Prospectus Defense

Once the prospectus is complete and both you and your advisory chair feel it is ready for formal review, a copy should be submitted to the rest of the advisory committee for review.

When the committee believes the prospectus is ready to defend, you need to arrange a time and date for the prospectus defense.

SCHEDULE PROSPECTUS DEFENSE

The Front Desk Team will arrange the defense, secure the location, and send notice out to the IP&T community.

In the prospectus defense meeting, members of the committee may ask clarifying questions or request changes in the prospectus. Once the members of the advisory committee are satisfied with the prospectus (this may occur after the meeting and subsequent changes have been made), you need to upload the complete and final draft of the prospectus to the Graduate Progress System.

Your committee members will then approve your prospectus in the system. Once you see the green check mark in the “prospectus” box, your prospectus has been officially approved.

Do not begin any data collection for the thesis until your committee has approved the prospectus.

Step 9: Obtain IRB Approval

If your thesis involves the use of human subjects and you plan to present and/or publish the work, you will need to apply for Institutional Review Board (IRB) for human subjects approval.

The approval process requires that you study an IRB Tutorial, pass an IRB exam, and submit an IRB proposal and application. The IRB application cannot be submitted until the prospectus is approved. Further information on the [IRB review process](#) may be accessed at the [ORCA website](#).

Step 10: Apply for Graduation

During the first month of the semester you plan to graduate, you need to apply for graduation online in the [Graduate Progress System](#) no later than the deadlines listed on the current [Graduation Dates and Deadlines](#).

The instructions can be found here: <https://gradstudies.byu.edu/page/graduation>.

You need to complete or be currently registered for all of the coursework outlined on your Program of Study form before applying for graduation.

Step 11: Conduct Thesis Study

You are now ready to conduct your thesis study as outlined in your approved prospectus. Make sure you frequently and regularly check in with your chair and advisory committee during this stage.

Step 12: Write Thesis Report

As you prepare your research thesis manuscript, carefully follow the style guidelines outlined in the Publication Manual of the American Psychological Association, 7th edition.

Use one of the [provided templates](#) to write your thesis. It will dramatically simplify the thesis submission process.

Step 13: Submit your Draft for Review and Make Revisions

Submit a draft of your thesis to your advisory committee chair for review then make any recommended revisions.

Expect to iterate through multiple drafts in order to produce a polished report. Your chair may recommend that drafts are also submitted to other members of the advisory committee. This is usually only if you have targeted questions for a specific committee member. For example, if you have a methodological question, your chair may suggest you ask a committee member for advice on that methodology.

Step 14: Submit for Final Version to Committee

When you and your advisory committee chair decide your manuscript of the thesis is ready, you can prepare for your defense! You do this by:

- Submitting a copy of the manuscript to the committee members for their review. This should happen two weeks before you plan to defend. Realize that they have other students defending too, so in order to meet your deadline, you should do this well ahead of the posted deadlines.
- Simultaneously submitting a copy of your manuscript to the department copyeditor. The Graduate Coordinator can tell you who that person is.

Step 15: Schedule and Hold Thesis Defense

After submitting your manuscript to your committee, you should schedule your defense at least 2 weeks out. Do this by sending them a poll or request with options for several days/times. You should schedule 2 hours for your defense. After finding a time that works for everyone on the committee, you schedule officially with the front office through the link below.

[SCHEDULE THE FINAL THESIS DEFENSE](#)

- Also, during this time, you can complete the exit survey and schedule an exit interview with the graduate coordinator.

[EXIT SURVEY](#)

You'll schedule the exit interview at the end of the exit survey.

The exit survey and interview must be completed to graduate.

- **Nature of Defense**
 - Any member of the University community is invited to attend a Final Thesis Defense. Although the format may vary, generally students will be asked to make a short presentation of their study and findings.
 - Then members of your committee may ask specific questions about the study. The committee may also ask questions concerning any of the coursework on your Program of Study.
 - You should talk with your committee chair prior to the defense to find out about the format they will follow.
 - The defense may take from one to four hours, but typically lasts about two hours.
- **Results of Defense**
 - You will either pass, pass with qualifications, recess, or fail the defense.
 - *Pass* means that you are finished with your defense and ready to begin the ETD process.
 - *Pass with qualifications* means you will be required to make some revisions to the thesis and/or strengthen some limited subject matter area(s) and then have your committee chair approve your final revisions.

- *Recess* means that a second and final thesis defense will be required. The soonest this can be scheduled is one month after the recessed defense.
- *Fail* means that your degree program is terminated.

- Obtain Final Approval and Signatures

- Upon a successful defense of the thesis, you need to make sure that your committee has approved your thesis in the Graduate Program System.
- Once you have a green check mark, you are ready to move on to the next step.

Step 16: Submitting your Thesis to the Department and College

You are responsible for making sure your final document is free from error and follows the guidelines from the college.

PAY ATTENTION TO DEADLINES AT THE DEPARTMENT, COLLEGE, AND UNIVERSITY LEVEL.

- Thoroughly review your final draft.
- Complete the [Checklist for Formats and Conventions of Theses and Dissertations](#)
- Email your final Word doc and complete checklist to the Graduate Coordinator, Rick West (rick_west@byu.edu).
- Once the Graduate Coordinator has approved your document, he will send the Word doc to the dean's office.
- Once you have made the corrections requested by the dean's office, you can convert your Word doc to a PDF and email it back for their approval.
- With dean's office approval, you may upload your PDF to the ETD box in GradProgress.
- Your ETD will be approved by Grad Studies, the Graduate Coordinator and then the dean's office.
- Finally, the ETD will return to Graduate Studies for final approval and you will see a green check mark in the ETD box.
- Upload your final thesis PDF to your Box folder, using the naming convention: *netid MS Thesis Final Copy Title*
- Celebrate a little!

Step 17: Graduation

All students are invited to participate in university commencement and convocation exercises but are not required to do so.

Diplomas are mailed out 8-12 weeks following commencement.

The Office of Graduate Studies will furnish a letter of completion on request.

Celebrate a lot!

6.0 COMPLETING THE DESIGN TRACK

6.1 Steps to Completing the Design or Evaluation Project

This section outlines the steps you should follow to complete your design project. It's an overview of the critical steps, so you will need to refer to specific documents mentioned in the description for additional details.

Step 1: Map out and Complete all Coursework

Step 2a: Identify a project

In order to complete a design project, you must have first taken (and passed) IP&T 564. For evaluation projects, you must have taken and passed either IP&T 661 or 761. Identifying a good project requires thought, study, and consultation with members of your advisory committee.

The type of design project should be selected based on your interests, expertise, and career goals. In some instances, the project might be an outgrowth of a previous course project or internship. In such a case, you should consult with your committee to ensure that the additional level of effort is defensible for project credit.

DESIGN PROJECT SELF EVALUATION

You can't be awarded course or internship credit and thesis credit for the same activity unless the total time devoted to the activity equals the total amount of credit being awarded. Review previous [students' projects](#) that are available online to obtain an idea of the range and scope of acceptable projects.

Step 2b: Finalize your Project Advisor

If you have not settled on a project advisor by the time you've selected your project you will need to choose one before you begin your project proposal. Your advisor must be a faculty member in the IP&T department. [Refer to this advice as you pick a project advisor](#). Keep in mind that faculty can only have a max of 15 students that they are mentoring.

Step 3: Prepare your Proposal

The next major stage in preparing your project is to write a proposal and have it approved by your project advisor.

At this stage you will be making critical decisions concerning the scope, content, and design of the project.

An approved proposal is a contract between you, your project advisor, and the department. If you complete the project as outlined in the proposal, committee members may not subsequently add additional requirements. Similarly, you shouldn't make major alterations to your project without consulting your project advisor. But keep in mind that like any real-world project, changes will be requested and part of completing a design project is demonstrating adaptability.

Your proposal should be prepared in stages.

- Begin by discussing project ideas with your project advisor.
- After your advisor gives informal approval, prepare a written mini-prospectus of 3 to 8 pages outlining the problem or topic to be addressed and a brief description of how you plan to address it.

[TEMPLATE FOR PROPOSING DESIGN PROJECT](#)

[TEMPLATE FOR EVALUATION PROPOSAL AND REPORT](#)

- After receiving favorable feedback on the proposal from your advisor, you're ready to prepare the formal proposal.
- Consult with your advisor frequently as you prepare your proposal. Submit early drafts to your advisor for review and feedback. Expect to iterate through multiple drafts.
- After your advisor approves your proposal it will be evaluated by another faculty member with the department. Once they have approved it, you are authorized to continue your work and sign up for project credit.

[SUBMIT YOUR SPONSOR APPROVED PROPOSAL HERE](#)

Step 4: Sign up for Project Credit — Writing Support

You should register for 1.0 credit of IP&T 698R sec 001 (Writing Support Section) when you first begin your project.

Step 5: Sign Up for Remaining Project Credit

You may only register for up to 2.0 project credits before receiving approval on your project proposal.

You need to complete a total of 6.0 hours of project credit, IP&T 698R, in order to graduate. This total of 6.0 credits is broken down this way:

- IP&T 698R sec 001: Writing Support 1.0 credit
- IP&T 698R sec 002: Project 4.0 credits
- IP&T 698R sec 003: Portfolio Prep 1.0 credit

These credits may be taken over a period of one or two (or more, if needed) semesters.

In order to register, you need an add code. Fill out this [google form](#) to request the code.

VITAL INFO: You must be registered for 2.0 credits of graduate credit (either 698R or another graduate course) in the semester/term you intend to graduate.

Step 6: Apply for Graduation

During the first month of the semester you plan to graduate, you need to apply for graduation online in the [Graduate Progress System](#) no later than the deadlines listed on the current [Graduation Dates and Deadlines](#).

The instructions can be found here: <https://gradstudies.byu.edu/page/graduation>.

You need to complete or be currently registered for all of the coursework outlined on your Program of Study form before applying for graduation.

Step 7: Complete your Project

You are now ready to complete your project as outlined in the approved proposal. Frequent and regular consultation with your advisor is crucial during this stage.

Step 8: Write your Project Report

The format and content of the project report may take on various forms depending on the nature of the project work and the recommendations of your advisor.

[DESIGN PROJECT REPORT TEMPLATE](#) [TEMPLATE FOR EVALUATION PROPOSAL AND REPORT](#)

Step 9: Submit Draft for Review and Make Revisions

You should submit a draft of your project report to your advisor for review then make any recommended revisions. Expect to iterate through multiple drafts in order to produce a polished report. Advisors should not take more than two weeks to review each draft and provide feedback, unless they notify you of extenuating circumstances.

Step 10a: Complete your Self-Evaluation

At the same time you complete your project report you will complete a self-evaluation and reflection survey.

[SELF-EVALUATION AND REFLECTION SURVEY](#)

This will allow you to compare your work against the same criteria by which the faculty will grade your project. The faculty will review your self-evaluation while grading your project, so this step must be completed before your report is distributed for evaluation.

Step 10b: Submit your project for grading

When your advisor has explicitly told you your project report is complete, submit it to the department for grading.

[SUBMIT DESIGN PROJECT REPORT HERE](#)

After your project is submitted it will be graded by your faculty advisor and two additional IP&T faculty members (this does NOT happen during summer semester). The results of their evaluations are averaged to determine whether you receive a passing grade. After you submit your project, the department will have one week to assign it to the faculty for reading. Faculty will then have two weeks to read your project and send the department their written feedback which will then be aggregated and returned to you.

If the average score by the faculty is less than 80% you will be required to improve your project report based on faculty feedback before you can be cleared for graduation.

Step 11: Editing the Final Version of your Project Report

After your project is evaluated and you receive feedback, you should make any required changes that the faculty ask of you. You should also see that your project report is rigorously edited.

Step 12: Submit Graded Project Report and Supplementary Files to IP&T Project Repository

All approved and graded design projects must be submitted electronically to the IP&T project repository database. This not only includes your final report but all artifacts, project files, and your 2-minute video showcase/walk-through of your major features and results.

To submit your project go to https://scholarsarchive.byu.edu/ipt_projects/ and click on Submit Research on the left sidebar under Author Corner.

Step 13: Complete the Exit Survey and Schedule an Exit Interview

[EXIT SURVEY](#)

After completing the survey, contact the Graduate Coordinator, Dr. Rick West, to schedule an exit interview.

The exit survey and interview must be completed to graduate.

Step 14: Upload Final Project Report to Box Folder

All project documents must be uploaded to your Box folder.

Name the file: *netid MS Design Project Final Copy Title*

Celebrate!

6.2 Steps for Completing Your Design Portfolio

If you choose the IP&T Design Track you will create a professional portfolio during your time in the program. Your portfolio will be a curated selection of your best work, not a comprehensive gallery of everything you produced in the program. It should tell a story about your strengths as a designer as

you might present in a job interview. The portfolio will be evaluated by a jury of faculty and industry experts, usually during the semester/term you graduate. This section outlines the steps you should follow to create, submit, and present your design portfolio. Since it is only an overview of the critical steps, you will need to refer to specific documents mentioned in the description for additional details.

Step 1: Enroll the Portfolio Support Course (698R, 003)

Training on creating your portfolio will be held each Fall and Winter semester. You should sign up for 1.0 credit of section 003 of 698R in the semester/term before you intend to present to the jury.

Attending this training will introduce you to the criteria for selecting portfolio artifacts ([also available here for your review](#)). It will also provide you tips for collecting artifacts throughout your coursework or other program experiences. Refresher sessions on portfolios will also occasionally be provided in your classes, the department writing support course, as well as the Wednesday seminar.

Step 2: Plan your Coursework with Portfolios in Mind

IP&T design portfolios contain five artifacts, one each from a required set of three categories, plus two others that demonstrate areas of personal strength, see [Table 1](#). You can modify this list to better align with your career goals or program coursework with the approval of your project advisor (the IP&T faculty member advising you on your design project). [Click here to see examples](#).

Many of the courses you take to complete the design track will include assignments you can use to collect portfolio artifacts. Table 1 describes many of the options. The course list is not comprehensive; however, it lists common classes design students take. You can also use an artifact from a class in a different category than the one it is listed in if it [meets that category's criteria](#).

You can also draw artifacts from your internship, design project, or work completed at your place of employment (if completed during your time as a Master's student in the program). But generally, at least three of your artifacts should be taken from your coursework to demonstrate your breadth of experience (exceptions should be approved by the department design project coordinator). Consult with your project advisor while completing your program of study to help ensure that the courses you take will help you create a strong portfolio.

Table 1

Portfolio requirements and common courses that fulfill each requirement

Choose one artifact from each of the following categories:		
Design knowledge/skill	Development or production ability	Instructional research or theory
IP&T 564 IP&T 652 IP&T 664 IP&T 655	IP&T 560 IP&T 660 IP&T 665 IP&T 682 IP&T 760	IP&T 510 IP&T 520 IP&T 531 IP&T 538 IP&T 620 IP&T 661
Choose two additional artifacts from any category that demonstrate areas of personal strength		

Step 3: Collect your portfolio artifacts

You are now ready to collect your artifacts as you have planned. You can change what courses you plan to draw artifacts from at any time as long as you continue to meet the department’s requirements. You are encouraged to choose artifacts that demonstrate your strengths as a designer. Frequent consultation with your advisor is crucial during this stage.

[Table 2](#) provides some guidelines for the scope and qualities your portfolio artifacts should exemplify.

Table 2

Portfolio artifacts - scope and qualities

Category	Acceptable	Unacceptable
Design knowledge/skills	An interactive Storyline activity that exemplifies a defined instructional strategy.	Only presenting your documentation of the activity's learning goals or the personas of people who will use it.
	Visual mockups of mobile app screens you created for a group project, along with a walk-through of how they collectively accomplish an instructional goal.	The entire app your group completed, without identifying the components you were primarily responsible for.
Development or production ability	A 2-minute video you shot and edited yourself.	Storyboards for the video.
	A simple game you created that demonstrates your ability to code a working product.	Written specifications for the game.
Instructional research or theory	A client presentation that summarizes research behind your design decisions, in jargon-free language.	An annotated bibliography of your research.
	An annotated version of a Canvas module that documents and explains the influences of learning or instructional theory on your work.	A written summary of a learning theory.

Step 4: Sign up for portfolio credit

You should register for 1.0 credits of IP&T 698R sec 003 (Portfolio Prep) the semester in which you assemble your portfolio (usually the semester/term before you graduate).

You need to complete a total of 6.0 credits of IP&T 698R in order to graduate. This total of 6.0 credits is broken down this way:

- IP&T 698R sec 001: Proposal Writing 1.0 credit
- IP&T 698R sec 002: Project 4.0 credits
- IP&T 698R sec 003: Portfolio Prep 1.0 credit

These credits may be taken over a period of one or two (or more, if needed) semesters.

In order to register, you need an add code. Fill out this [google form](#) to request a code.

VITAL INFO: You must be registered for 2.0 credits of graduate credit (either 698R or another graduate course) in the semester you intend to graduate.

Step 5: Assemble your portfolio

Prepare to present your portfolio to the jury by assembling it for review and presentation. The format of your portfolio may take on various forms depending on the nature of your work and the recommendations of your advisor. Make sure you ask for feedback on your portfolio from the Dept. Project Coordinator, Dr Jason McDonald.

Step 6a: Complete your self-evaluation

As you submit your portfolio for review you will [complete a self-evaluation and reflection survey](#). This will allow you to compare your work against the same criteria by which the expert jury will grade your work. The jury will review your self-evaluation while judging your portfolio, so this step should also be completed no later than three weeks before the date of your jury.

Step 6b: Schedule your jury

Project juries will be available Fall, Winter, and Spring (not Summer). Two dates will be available in each Fall and Winter semesters, one at the semester midpoint and one shortly before the end of classes. One date will be available in Spring term shortly before the end of classes.

Portfolio defenses will be scheduled on a Friday. Students will be assigned a jury time sometime after the week that the deadline has passed.

You must submit your portfolio to the department no later than three weeks before the date of your jury. [Use this form to submit your portfolio.](#)

Step 7: Present your portfolio to the jury

The format for the jury defense begins with ten minutes for you to present your portfolio and explain how individually and collectively the artifacts demonstrate who you are as a designer and how you are qualified for a job type of your choosing. Members of the jury will then have 15 minutes to question you about your portfolio. Time limits will be strictly enforced. Your presentation should combine both live demonstrations of your portfolio artifacts along with slides that provide context, interpretation, or evaluation for your artifacts.

After your portfolio is reviewed it will be evaluated by the members of your jury. The results of their evaluations are averaged to determine whether you receive a passing grade. If the average score by the jury is less than 80% you will be required to improve your portfolio based on their feedback before you can be cleared for graduation.

Step 8: Making final changes to your portfolio

After your project is evaluated and you receive feedback, you should make any required changes that the faculty ask of you.

Step 9: Upload final project to Box folder and [grad prog](#)

All project documents must be uploaded to your Box folder.

Name the file: *netid MS Design Portfolio*

Also, load a link to your portfolio into grad prog under the “portfolio” box.

Step 10: Graduation

All students are invited to participate in university commencement and convocation exercises but are not required to do so.

Diplomas are mailed out 8-12 weeks following commencement.

The Office of Graduate Studies will furnish a letter of completion on request.

Celebrate!

7.0 MS Students Seeking Admission to the PhD Program

You might find yourself at the end of the IP&T MS program and decide you would like to pursue a PhD in the field. Even with successful completion of the IP&T MS, you are still required to complete the application process for the PhD program, with the understanding that you are not guaranteed admission.

Both the MS and PhD programs have limited enrollment, which means that when students apply for either program their applications are competitively compared to those of other applicants to determine whom to admit. When students in the IP&T MS program apply to enter the IP&T PhD program, the admissions committee applies the following requirements and guidelines to the evaluation of each application.

7.1 Requirements

- Before applying to the PhD program, you must have successfully defended your MS prospectus.
- To begin the PhD in Fall, you must have graduated with your MS by August.
- Student reviews are conducted twice each year, and if you fail to make adequate progress or to meet deadlines, this could result in “Marginal” or “Unsatisfactory” reviews. Multiple negative reviews will not reflect well on your PhD application and could also result in you being unenrolled from the program.
- You are expected to complete all requirements of the MS before beginning PhD coursework.

7.2 Guidelines

- “PhD” stands for “philosophical doctorate,” which means that students pursuing a PhD are expected to help move the field forward through research and theory development. This means that a PhD is a rigorous, intense research endeavor. Other terminal degrees (such as an EdD)

are more focused on practitioner development and are geared toward working professionals. For a PhD, however, applicants need serious, genuine interest in completing the degree and conducting research.

- MS students have a choice of completing a project or a thesis for their MS work. While it does not guarantee admission to the PhD program, completing a thesis better prepares MS students and makes them more marketable for the PhD program, because a thesis demands the same research skills that will be further developed in the PhD.
- Admission to the PhD program entails significant time and resource investments on the part of the university, department, faculty, and staff. This is why only top candidates will be accepted.
- Successful completion of the MS does not necessarily indicate that a candidate will be successful in the PhD program, because PhD programs tend to be less structured, more demanding, and longer than MS programs.
- Many factors are considered when weighing the strength of PhD applicants, including factors such as student writing ability; faculty ability and availability to support student research interests; student GRE performance; and student previous performance in classes, on projects, and in groups.

7.3 Questions to Ask Yourself Before Applying

Before applying to the IP&T PhD program, ask yourself the following questions:

- Have I published or demonstrated skill in academic writing/communicating?
- Have I presented at any conferences?
- Have I worked with faculty on a research project(s)?
- Have I been an active and contributing member of the IP&T community?
- Why do I want a PhD and a specialty in this area?

Considering these questions will help you to determine how well your current trajectory aligns with a PhD.

7.4 Out-of-Cycle Applicants

Students sometimes request to begin the program out of cycle (e.g., starting coursework in Winter semester instead of Fall semester). The IP&T program rarely considers out-of-cycle applicants for admission because doing so requires more administrative work, creates a disconnected experience with other incoming students beginning in the Fall, and can introduce scheduling difficulties resulting from course availability and unpredictable faculty course teaching loads.

Generally speaking, beginning the program early does not provide sufficient benefit to students to justify the difficulties of out-of-cycle consideration.

The main exception to this may be current IP&T MS students who have been accepted to the PhD program and will graduate in December. In these cases, however, students should not consider an out-of-cycle application unless they and their advisor have a firm, feasible graduation date set.

All applicants must petition their case to the IP&T department chair for out-of-cycle consideration, and admission is based on past performance of the student and available openings in the program.

8.0 FINANCING YOUR EDUCATION

TUITION

Current tuition information can be found on the [BYU Financial Services website](#).

8.1 IP&T Department Funding

- Each semester the department awards need-based grants and merit-based scholarships. Because funding fluctuates each year, you need to fill out a new application twice a year.
- These awards are for tuition only and aren't available to those who already receive reduced or free tuition.
- To be eligible for either award you must have satisfactory program status.

Need-Based Grants

- Need-based grants go to students experiencing particular financial hardship. Let's be honest, grad school is a financial stretch for most people. However, if you find yourself in a family, medical, or other difficulty, this grant is to help you make it through that rough patch.

Merit-Based Scholarships

- Merit-based scholarships are awarded to students with excellent performance in research and coursework, along with high faculty recommendations.

Department Scholarship Application

[Merit Scholarship Application](#)

[Needs-Based Grant Application](#)

[Incoming Student Scholarship Application](#)

Even though this is a Google form, treat it like the formal application it is and give it your attention and time. If it takes you less than 15 minutes to fill it out, you definitely didn't take it seriously enough.

Deadlines

- Winter Awards: November 1st
- Fall & Sp/Su Awards: March 1st

Department Awards

A \$500 award is given each year to three students who have excelled in one of three areas: (1) research, (2) project design skills, (3) or teaching. To receive this award students are first nominated by a faculty member, asked to submit application materials, and then receive the winning vote of the faculty. Winners are typically notified in late August/early September and are invited to present their work at a Fall seminar.

8.2 Outside Scholarship Resources

[BYU Scholarship Resources](#)

A list of scholarships available across campus. Not all scholarships listed are available to graduate students so pay attention to requirements before applying.

[FastWEB](#)

FastWEB is a tailored scholarship search of over 180,000 scholarships, fellowships, loans, and grants. This resource is available to students to search for free.

[FinAid Guide to Financial Aid](#)

FinAid is an annotated collection of information about student financial aid, along with searchable databases.

[Spencer Foundation](#)

This foundation provides grant funds to support research that contributes to the understanding and improvement of education. Grant programs include funding for faculty research and a variety of fellowship programs.

8.3 Conferences & Travel

IP&T Department Travel Grant

Funds are available for students to receive up to \$500 to apply toward expenses for presenting at a professional conference, like the conference fee, travel, lodging, etc. The application needs to be filled out during the year the conference takes place. You need to provide evidence of an accepted proposal and primary or equal authorship. Each student will be considered for one travel grant per year.

[APPLICATION: TRAVEL GRANT](#)

And, perhaps even more exciting, if you have a proposal accepted to present at a conference, **you are eligible for a free polo with the IPT logo** to wear when traveling/presenting. Ask the front desk.

Professional Presentation Award

This award is for graduate students presenting original research or displaying creative work. It's intended to help you travel to conferences or events to present your work. The average award is \$400.

[APPLICATION: PPA](#)

Conference Scholarships

Many academic associations and professional organizations provide opportunities to student members to compete for awards, internships, and scholarships. The following organizations are well known in the field for their awards, scholarships, and fellowships.

- [Association for Educational Communications and Technology](#) (AECT)
- [American Educational Research Association](#) (AERA)
- [Association for the Advancement of Computing in Education](#)
(e.g., SITE, EdMedia, E-Learn, Global Learn)

8.4 Department Employment

Every semester there are opportunities to work in the department as a research or teaching assistant. These opportunities aren't formally posted -- they usually come as an email from a faculty member in Groups.io or because you reached out to faculty to ask them when/if they will need an assistant. If you want to talk about potential opportunities and assistantships students have had in the past, chat with Stacey Hardy.

Once you've found the job of your dreams, you and your faculty supervisor will need to fill out the hiring information form.

[Make sure you understand the requirements for working on campus.](#)

After your hiring paperwork has been submitted:

- Visit the Student Employment Office in the Wilkinson Center and fill out an I-9
- After submitting your I-9, official hiring can take a few days
- Do not begin working until you have received an "authorization to work" email

Hourly Employees:

- Clock in and out using the BYU Y-time app
- Be fastidious about clocking in and out — students with frequent time card corrections are put on a list reported to the dean
- Graduate students may work up to 28 hours/week
- International students **cannot work more than 20 hours/week**
- As a student employee, **you cannot work more than 40 hours/week** unless directly authorized in writing by your supervisor, even if your ACA average is below the maximum
- Your paycheck will be deposited directly into your student account every two weeks

Contract Employees:

- This is only approved under certain circumstances
- Your supervisor will set a total amount for the term of the contract
- This amount will be divided equally across the duration of the contract
- Your paycheck will be deposited directly into your student account every two weeks

[REPORT TIME CARD ERRORS](#)

Any issues or questions about the status of your hire or mistakes on your time card should be directed to Stacey Hardy, stacey.hardy@byu.edu. Fill out the form above to request corrections of any errors.

9.0 UNIVERSITY/DEPARTMENT POLICIES

9.1 Honor Code

In keeping with the principles of the [BYU Honor Code](#) (which you have committed to follow as a student), you are expected to be honest in all of your academic work. Academic honesty means, most fundamentally, that any work you present as your own must in fact be your own work and not that of another. Violations of this principle may result in a failing grade in the course and additional disciplinary action by the university. Students are also expected to adhere to the [Dress and Grooming Standards](#). Adherence demonstrates respect for yourself and others and ensures an effective learning and working environment. It is the university's expectation, and every instructor's expectation in class, that each student will abide by all Honor Code standards. Please call the [Honor Code Office](#) at 801-422-2847 if you have questions about these standards.

9.2 Sexual Harassment

[Title IX](#) of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds. The act is intended to eliminate sex discrimination in education and pertains to admissions, academic and athletic programs, and university-sponsored activities. Title IX also prohibits sexual harassment of students by university employees, other students, and visitors to campus. If you encounter sexual harassment or gender-based discrimination, please talk to your professor or contact one of the following: the [Title IX Coordinator](#) at 801-422-2130; the [Honor Code Office](#) at 801-422-2847; the [Equal Employment Office](#) at 801-422-5895; or [Ethics Point](#) at 1-888-238-1062 (24-hours).

9.3 Student Disability

Brigham Young University is committed to providing a working and learning atmosphere that reasonably accommodates qualified persons with disabilities. If you have any disability which may impair your ability to complete this course successfully, please contact the [University Accessibility Center](#) (UAC), 2170 WSC or 422-2767. Reasonable academic accommodations are reviewed for all students who have qualified, documented disabilities. The UAC can also assess students for learning, attention, and emotional concerns. Services are coordinated with the student and instructor by the UAC.

If you need assistance or if you feel you have been unlawfully discriminated against on the basis of disability, you may seek resolution through established grievance policy and procedures by contacting the [Equal Employment Office](#) at 422-5895, D-285 ASB.

9.4 Departmental AI Policy

Artificial Intelligence (AI) refers to computational tools that algorithmically make decisions or generate data-based, original content, such as prose, artwork, multimedia, music, or computer code. As educational technologists, we encourage the wise use of emerging technologies to enhance human capabilities and output. As AI tools improve and become more ubiquitous, the line between human and machine-generated content will be increasingly difficult to distinguish. In this program, our goal is to help you become capable scholars, evaluators, and designers of learning whose behavior and moral character are an example of honesty, excellence, and integrity.

This policy seeks to promote the ethical and responsible use of AI in academic work while still allowing for the use of these technologies to enhance practice, learning, and scholarship. The use of AI in academic work should align with BYU's unique mission and IP&T's vision for improving human capacity through the responsible use of modern technologies. Utilizing AI in academic work is permitted in this program, contingent on adherence to the following principles:

Disclosure: Students are required to disclose the use of generative AI technologies, including machine learning models, algorithms, or software, in any work or assignment submitted for academic credit. The disclosure should clearly indicate the role of AI in the creation of the work and the extent of its influence. The source of the AI and the prompt(s) used should be included as part of this disclosure.

Responsible use: Students must ensure that the use of AI in their academic work complies with ethical and responsible use, professor/class expectations, McKay School and university policy. This includes disclosing known biases in the AI used and taking reasonable steps to avoid infringing upon copyright, privacy or other human rights. Generative AI tends to invent scientific references and attribute known facts to incorrect or non-existent sources. It is important to verify that the information generated is accurate and legitimate.

Academic integrity: The use of AI to create work that is intended to deceive or misrepresent the student's abilities, contribution, or knowledge is strictly prohibited and will be subject to disciplinary action. This includes plagiarism, or representing others' work as one's own. Any use of AI should also adhere to established law and BYU's plagiarism policy:
<https://policy.byu.edu/view/academic-honesty-policy>.

Enforcement:

Failure to comply with this policy may result in disciplinary action, up to and including suspension or expulsion from the institution or revocation of awarded degrees for past work that violates this policy. Students, faculty, and staff are responsible for enforcing this policy. Any violations should be reported to the department chair. IP&T promises to follow due process for any major decisions, which will include your right to appeal such decisions.

AI DISCLOSURE

This policy statement was written with the aid of ChatGPT-3.5. The following prompt was used on 3/2/2023 to generate the original text that we then edited for clarity and accuracy, which we adapted to represent the IP&T and BYU context.

“Write a policy on using AI in academic work that is permissive but requires students to disclose anything created by AI”

Adopted May 4, 2023

9.5 IP&T Library

The IP&T Library has textbooks for classes, faculty publications, resources, etc., that you can check out. The books are located in MCKB 168 and can be checked out at the front desk.

[Using the IPT Library](#)

10.0 INDEX OF VITAL FORMS & LINKS

[APPLICATION: PPA](#)

[APPLICATION: TRAVEL GRANT](#)

[APPLICATION: MERIT SCHOLARSHIP](#)

[APPLICATION: NEEDS-BASED GRANT](#)

[APPLICATION: INCOMING STUDENT SCHOLARSHIP](#)

[BYU IP&T MS OUTLINE](#)

[EXIT SURVEY](#)

[IP&T PROGRAM OF STUDY CHANGE FORM](#)

[MCKAY SCHOOL THESIS AND DISSERTATION AIDS](#)

[MS SELF EVALUATION FORM](#)

[MS RESEARCH TRACK PROGRAM OF STUDY SUBMISSION FORM](#)

[MS DESIGN TRACK PROGRAM OF STUDY SUBMISSION FORM](#)

[MS DESIGN PROJECT PROPOSAL SUBMISSION FORM](#)

[REPORT TIME CARD ERRORS](#)

[SCHEDULE PROSPECTUS DEFENSE](#)

[SCHEDULE THE FINAL THESIS DEFENSE](#)

[STUDENT HIRE REQUEST FORM](#)

[STUDENT VIEW: IPT COURSE OFFERINGS & SCHEDULE](#)

[TRANSFER/WAIVE/POST-BACC REQUEST](#)

[TUTORIAL: GROUPS.IO](#)

11.0 CHECKLISTS

[11.1 MS Design Project Checklist](#)

[11.2 MS Evaluation Project Checklist](#)

[11.3 MS Thesis Checklist](#)

11.1 MS Design Project/Portfolio Checklist

Ready to start your project?

This list will take you from the beginning to the end.

Make a copy of this page and fill it out to keep track of your progress.

Task	Dec 2024 Grad	April 2025 Grad	June 2025 Grad	Status	Links
Complete 564 with a passing grade				Not started ▾	
Request to be added to IPT 698 sec 001 for 1.0 credit	Winter Semester 2024	Fall Semester 2024	Fall Semester 2024	Not started ▾	https://bit.ly/ipt_addcode_request
Write your proposal in IPT 698 sec 001: Writing Support				Not started ▾	
Get approval from your project advisor to submit your proposal				Not started ▾	
Submit your Final Proposal Draft	Winter Semester 2024	Fall Semester 2024	Fall Semester 2024	Not started ▾	https://bit.ly/ipt_msdesignprojectproposal
Wait for edits/comments from your Faculty Reviewer				Not started ▾	
Complete edits from Faculty Reviewer				Not started ▾	

Task	Dec 2024 Grad	April 2025 Grad	June 2025 Grad	Status	Links
Upload approved proposal to GradProg and Box and email Stacey Hardy once this step is complete	Winter Semester 2024	Fall Semester 2025	Fall Semester 2025	Not started ▾	gradprogress.sim.byu.edu stacey.hardy@byu.edu
Make an appointment w/Stacey to discuss graduation timeline	Before Sept 6, 2024	Before Nov 14, 2024	Before Dec 14, 2024	Not started ▾	iptadmin.as.me
Request to be added to IPT 698 sec 002 for 1.0 - 4.0 credits	Fall Semester 2024	Winter Semester 2025	Winter Semester 2025	Not started ▾	https://bit.ly/ipt_addcode_request
Continue working on your project with your project advisor: check in regularly				Not started ▾	
Apply for graduation (last day)	Sept 13, 2024 5:00 p.m.	Jan 24, 2025 5:00 p.m.	May 5, 2025 5:00 p.m.	Not started ▾	gradprogress.sim.byu.edu
Make sure you're registered for at least 2.0 graduate credits in the semester you intend to graduate	Fall Semester 2024	Winter Semester 2025	Spring Term 2025	Not started ▾	
Submit completed project to GradProg (prospectus box) and Box and complete self-evaluation	Nov 20, 2024 5:00 p.m.	Mar 19, 2025 5:00 p.m.	May 21, 2025 5:00 p.m.	Not started ▾	gradprogress.sim.byu.edu https://bit.ly/ipt_msprojec_tsubmissionform https://bit.ly/ipt_designprojects_tudentevaluation
Reupload project to GradProg	Dec. 6, 2024	April 11, 2025	June 13, 2025	Not started ▾	gradprogress.sim.byu.edu

Task	Dec 2024 Grad	April 2025 Grad	June 2025 Grad	Status	Links
(ready for defense box) after necessary edits	5:00 p.m.	5:00 p.m.	5:00 p.m.		
Upload approved final project to Scholar's Archive	Dec 13, 2024 5:00 p.m.	April 18, 2025 5:00 p.m.	June 17, 2025 5:00 p.m.	Not started ▾	scholarsarchive.byu.edu/ipt/projects/
Complete department exit survey	Dec 13, 2024 5:00 p.m.	April 18, 2025 5:00 p.m.	June 17, 2025 5:00 p.m.	Not started ▾	Department Exit Survey
Complete exit interview with Graduate Coordinator, Rick West	Dec 13, 2024 5:00 p.m.	April 18, 2025 5:00 p.m.	June 17, 2025 5:00 p.m.	Not started ▾	Rick's calendar is linked on the exit survey
Complete 560 & 564 at least one semester before you plan to graduate	Winter 2024	Fall 2024	Fall 2024	Not started ▾	
Request to be added to IPT 698 sec 003: Portfolio Prep for 1.0 credits	Fall Semester 2024	Winter Semester 2025	Winter Semester 2025	Not started ▾	https://bit.ly/ipt_addcode_request
Send completed draft of portfolio to your portfolio advisor for feedback	Oct 2024	Feb 2025	Mar 2025	Not started ▾	
Complete suggested edits from your portfolio advisor				Not started ▾	
Upload a PDF or Word Doc with an active link to your portfolio to GradProg "Portfolio" section	Sept 27, 2024 or Nov 1, 2024 5:00 p.m.	Feb 7, 2025 or Mar 7, 2025 5:00 p.m.	May 9, 2025 5:00 p.m.	Not started ▾	gradprogress.sim.byu.edu
Complete the self-evaluation and submit your portfolio to the Project Coordinator, Jason	Sept 27, 2024 or Nov 1, 2024 5:00 p.m.	Feb 7, 2025 or Mar 7, 2025 5:00 p.m.	May 9, 2025 5:00 p.m.	Not started ▾	https://bit.ly/ipt_designportfoliostudentevaluation

Task	Dec 2024 Grad	April 2025 Grad	June 2025 Grad	Status	Links
McDonald					
Schedule to present to the Portfolio Jury with Jason McDonald	Sept 27, 2024 or Nov 1, 2024 5:00 p.m.	Feb 7, 2025 or Mar 7, 2025 5:00 p.m.	May 9, 2025 5:00 p.m.	Not started ▾	
Present your Portfolio to the Portfolio Jury	Oct 18, 2024 or Nov 22, 2024	Feb 23, 2025 or Mar 28, 2025	May 30, 2025	Not started ▾	
Work w/your portfolio advisor on revisions until portfolio is complete and approved	Dec 13, 2024 5:00 p.m.	April 18, 2025 5:00 p.m.	June 17, 2025 5:00 p.m.	Not started ▾	
Official graduation date*	Dec 27, 2024	Apr 2025	Jun 2025	Not started ▾	

*It takes several weeks for your graduation to post to your transcript and then several more weeks for you to receive your diploma. If you need proof of graduation before it's posted, you can fill out this [Letter of Completion Request](#) and send it to gsadvisementintern@byu.edu.

11.2 MS Evaluation Project/Portfolio Checklist

Ready to start your evaluation project?

This list will take you from the beginning to the end.

Make a copy of this page and fill it out to keep track of your progress.

Task	Dec 2024 Grad	April 2025 Grad	June 2025 Grad	Status	Links
Complete 661 or 761 with a passing grade	Winter Semester 2024	Fall Semester 2024	Fall Semester 2024	Not started ▾	
Request to be added to IPT 698 sec 001 for 1.0 credit	Winter Semester 2024	Fall Semester 2024	Fall Semester 2024	Not started ▾	https://bit.ly/ipt_addcode_request
Write your proposal in IPT 698 sec 001: Writing Support				Not started ▾	
Get approval from your project advisor to submit your proposal				Not started ▾	
Submit your Final Proposal Draft	Winter Semester 2024	Fall Semester 2024	Fall Semester 2024	Not started ▾	https://bit.ly/ipt_msdesignprojectproposal
Wait for edits/comments from your Faculty Reviewer				Not started ▾	
Complete edits from Faculty Reviewer				Not started ▾	

Task	Dec 2024 Grad	April 2025 Grad	June 2025 Grad	Status	Links
Upload approved proposal to GradProg and Box and email Stacey Hardy once this step is complete	Winter Semester 2024	Fall Semester 2024	Fall Semester 2024	Not started ▾	gradprogress.sim.byu.edu stacey.hardy@byu.edu
Make an appointment w/Stacey to discuss graduation timeline	Before Sept 6, 2023	Before Nov 14, 2024	Before Dec 14, 2024	Not started ▾	iptadmin.as.me
Request to be added to IPT 698 sec 002 for 1.0 - 4.0 credits	Fall Semester 2024	Winter Semester 2025	Winter Semester 2025	Not started ▾	https://bit.ly/ipt_addcode_request
Continue working on your project with your project advisor: check in regularly				Not started ▾	
Apply for graduation	Sept 13, 2024 5:00 p.m.	Jan 24, 2025 5:00 p.m.	May 5, 2025 5:00 p.m.	Not started ▾	gradprogress.sim.byu.edu
Make sure you're registered for at least 2.0 graduate credits in the semester you intend to graduate	Fall Semester 2024	Winter Semester 2025	Spring Term 2025	Not started ▾	
Submit completed project to GradProg and Box and complete self-evaluation	Nov 20, 2024 5:00 p.m.	Mar 19, 2025 5:00 p.m.	May 21, 2025 5:00 p.m.	Not started ▾	Gradprogress.sim.byu.edu https://bit.ly/ipt_msprojec_tsubmissionform https://bit.ly/ipt_designpr_ojectstudentevaluation
Reupload project GradProg after necessary edits	Dec 6, 2024 5:00 p.m.	April 11, 2025 5:00 p.m.	June 13, 2025 5:00 p.m.	Not started ▾	gradprogress.sim.byu.edu

Task	Dec 2024 Grad	April 2025 Grad	June 2025 Grad	Status	Links
Upload approved final project to Scholar's Archive	Dec 13, 2024 5:00 p.m.	April 18, 2025 5:00 p.m.	June 17, 2025 5:00 p.m.	Not started ▾	scholarsarchive.byu.edu/ipt_projects/
Complete department exit survey	Dec 13, 2024 5:00 p.m.	April 18, 2025 5:00 p.m.	June 17, 2025 5:00 p.m.	Not started ▾	Department Exit Survey
Complete exit interview with Graduate Coordinator, Rick West	Dec 13, 2024 5:00 p.m.	April 18, 2025 5:00 p.m.	June 17, 2025 5:00 p.m.	Not started ▾	Rick's calendar is linked on the exit survey
Complete 560 & 564 at least one semester before you plan to graduate	Winter 2024	Fall 2025	Fall 2025	Not started ▾	
Request to be added to IPT 698 sec 003: Portfolio Prep for 1.0 credits	Fall Semester 2024	Winter Semester 2025	Winter Semester 2025	Not started ▾	https://bit.ly/ipt_addcode_request
Send completed draft of portfolio to your portfolio advisor for feedback	Oct 2024	Feb 2025	Mar 2025	Not started ▾	
Complete suggested edits from your portfolio advisor				Not started ▾	
Upload a PDF or Word Doc with an active link to your portfolio to GradProg "Portfolio" section	Sept 27, 2024 or Nov 1, 2024 5:00 p.m.	Feb 7, 2025 or Mar 7, 2025 5:00 p.m.	May 10, 2024 5:00 p.m.	Not started ▾	gradprogress.sim.byu.edu
Complete the self-evaluation and submit your portfolio to the Project Coordinator, Jason McDonald	Sept 27, 2024 or Nov 1, 2024 5:00 p.m.	Feb 7, 2025 or Mar 7, 2025 5:00 p.m.	May 10, 2024 5:00 p.m.	Not started ▾	https://forms.gle/NpU5sEAq8fYLmPGB7

Task	Dec 2024 Grad	April 2025 Grad	June 2025 Grad	Status	Links
Schedule to present to the Portfolio Jury with Jason McDonald	Sept 27, 2024 or Nov 1, 2024 5:00 p.m.	Feb 7, 2025 or Mar 7, 2025 5:00 p.m.	May 10, 2024 5:00 p.m.	Not started ▾	
Present your Portfolio to the Portfolio Jury	Oct 18, 2024 or Nov 22, 2024	Feb 28, 2025 or Mar 28, 2025	May 30, 2025	Not started ▾	
Work w/your portfolio advisor if any revisions are needed to your portfolio				Not started ▾	
Official graduation date*	Dec 27, 2024	Apr 2025	Jun 2025	Not started ▾	

*It takes several weeks for your graduation to post to your transcript and then several more weeks for you to receive your diploma. If you need proof of graduation before it's posted, you can fill out this [Letter of Completion Request](#) and send it to gsadvisementintern@byu.edu.

11.3 MS Thesis Checklist

Ready to start your thesis?

This list will take you from the beginning to the end.

Make a copy of this page and fill it out to keep track of your progress.

Task	Dec 2024 Grad	April 2025 Grad	June 2025 Grad	Status	Links
Complete 629 and either 651 or 653	Winter Semester 2024 (or earlier)	Fall Semester 2024	Fall Semester 2024	Not started ▾	
Request to be added to IPT 699 sec 001 for 1.0 credit	Winter Semester 2024	Fall Semester 2024	Fall Semester 2024	Not started ▾	https://bit.ly/ipt_addcode_request
Write your prospectus in IPT 699 sec 001: Writing Support	Winter Semester 2024	Fall Semester 2024	Fall Semester 2024	Not started ▾	
Get approval from your committee to schedule your prospectus defense	Winter Semester 2024	Fall Semester 2024	Fall Semester 2024	Not started ▾	
Schedule your prospectus defense	Winter Semester 2024	Fall Semester 2024	Fall Semester 2024	Not started ▾	https://bit.ly/ipt_defenses_scheduling
Work w/committee on any revisions, then upload final approved prospectus to GradProg	Winter Semester 2024	Fall Semester 2024	Fall Semester 2024	Not started ▾	gradprogress.sim.byu.edu

Task	Dec 2024 Grad	April 2025 Grad	June 2025 Grad	Status	Links
Wait for the official green checkmark of approval on your prospectus before beginning thesis research. If needed, submit IRB permission.	Winter Semester 2024	Fall Semester 2024	Fall Semester 2024	Not started ▾	gradprogress.sim.byu.edu
Register for IPT 699 sec 002 for 1.0 - 4.0 credits	Winter Semester 2024	Fall Semester 2024	Fall Semester 2024	Not started ▾	https://bit.ly/ipt_addcode_request
Make an appointment w/Stacey to discuss graduation timeline	Before Sept 6, 2024	Before Nov 14, 2024	Before Dec 14, 2024	Not started ▾	iptadmin.as.me
Continue working on your thesis with your chair: check in regularly				Not started ▾	
Apply for graduation (last day)	Sept 13, 2024 5:00 p.m.	Jan 24, 2024 5:00 p.m.	May 5, 2025 5:00 p.m.	Not started ▾	gradprogress.sim.byu.edu
Send final draft of thesis to committee	Nov 1, 2024 5:00 p.m.	Mar 7, 2024 5:00 p.m.	May 2, 2025 5:00 p.m.	Not started ▾	
Submit your final draft for copyediting, along with the completed MSE checklist. Also, use reciteworks.com to check your references.	Nov 1, 2024 5:00 p.m.	Mar 7, 2024 5:00 p.m.	May 2, 2025 5:00 p.m.	Not started ▾	halliromer@gmail.com MSE Checklist
Tentatively schedule thesis defense	Nov 1, 2024 5:00 p.m.	Mar 7, 2024 5:00 p.m.	May 2, 2025 5:00 p.m.	Not started ▾	https://bit.ly/ipt_defenses_cheduling
Upload final version of thesis to	Nov 1, 2024	Mar 7, 2024	May 2, 2025	Not started ▾	gradprogress.sim.byu.edu

Task	Dec 2024 Grad	April 2025 Grad	June 2025 Grad	Status	Links
“ready for defense” on GradProg	5:00 p.m.	5:00 p.m.	5:00 p.m.		
After you have a green checkmark on ready for defense, confirm your thesis defense by emailing Stacey Hardy– she will then officially schedule it with the university				Not started ▾	stacey.hardy@byu.edu
Last day to schedule a thesis defense officially in GradProg	Nov 1, 2024 5:00 p.m.	Mar 7, 2024 5:00 p.m.	May 2, 2025 5:00 p.m.	Not started ▾	
Last day to hold a defense	Nov 15, 2024 5:00 p.m.	Mar 21, 2024 5:00 p.m.	May 16, 2025 5:00 p.m.	Not started ▾	gradprogress.sim.byu.edu
Pass your defense, take care of edits required by committee	Nov 15, 2024 5:00 p.m.	Mar 21, 2024 5:00 p.m.	May 16, 2025 5:00 p.m.	Not started ▾	
Make sure you’re registered for at least 2.0 graduate credits in the semester you intend to graduate	Fall Semester 2024	Winter Semester 2025	Spring Term 2025	Not started ▾	
Submit revised thesis in .doc form to Rick West and Stacey Hardy	Nov 18, 2024 12:00 a.m.	Mar 24, 2025 12:00 a.m.	May 20, 2025 12:00 a.m.	Not started ▾	rickwest@byu.edu stacey.hardy@byu.edu
Due date for feedback from Rick	Nov 23, 2024 12:00 a.m.	Mar 28, 2025 12:00 a.m.	May 24, 2025 12:00 a.m.	Not started ▾	
Deadline to submit final .doc version of thesis and completed MSE checklist to MSE Dean’s	Nov 25, 2024 5:00 p.m.	Mar 31, 2025 5:00 p.m.	May 27, 2025 5:00 p.m.	Not started ▾	Rick West will send your final and checklist to the dean’s office on your behalf

Task	Dec 2024 Grad	April 2025 Grad	June 2025 Grad	Status	Links
Office					
Deadline to submit revised PDF to Dean's office	Dec 5, 2024 5:00 p.m.	Apr 14, 2025 5:00 p.m.	Jun 10, 2025	Not started ▾	msegradsec@byu.edu
ETD upload deadline	Dec 9, 2024 11:59 p.m.	Apr 17, 2025 11:59 p.m.	Jun 13, 2025 11:59 p.m.	Not started ▾	gradprogress.sim.byu.edu
ETD approval by dept, college, & grad studies deadline	Dec 13, 2024 5:00 p.m.	Apr 23, 2025 5:00 p.m.	Jun 19, 2025 5:00 p.m.	Not started ▾	gradprogress.sim.byu.edu
Complete department exit survey	Dec 13, 2024 5:00 p.m.	Apr 23, 2025 5:00 p.m.	Jun 19, 2025 5:00 p.m.	Not started ▾	Department Exit Survey
Complete exit interview with Graduate Coordinator, Rick West	Dec 13, 2024 5:00 p.m.	Apr 23, 2025 5:00 p.m.	Jun 19, 2025 5:00 p.m.	Not started ▾	Rick's calendar is linked on the exit survey
Official graduation date	Dec 27, 2024	Apr, 2025	Jun, 2025	Not started ▾	

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12.0 NOT TO MISS DATES (these don't change)

Nov. 1 - Mandatory Self- Evaluation [MS SELF EVALUATION FORM](#)

Nov. 1 - Scholarship application deadline (for winter semester)

[Merit Scholarship Application](#)

[Needs-Based Grant Application](#)

[Incoming Student Scholarship Application](#)

Jan. 15 - Mandatory [MS RESEARCH TRACK PROGRAM OF STUDY SUBMISSION FORM](#)

[MS DESIGN TRACK PROGRAM OF STUDY SUBMISSION FORM](#)

March 1 - Scholarship application deadline (for fall, spring and summer semesters)

[Merit Scholarship Application](#)

[Needs-Based Grant Application](#)

[Incoming Student Scholarship Application](#)

May 1 - Mandatory Self- Evaluation [MS SELF EVALUATION FORM](#)

May 20 - [Submit waive and transfer credits requests](#) (If you have any)