GRADUATE CERTIFICATE PROGRAM

WORKPLACE LEARNING

SUBMITTED BY

DEPARTMENT OF CURRICULUM AND INSTRUCTION

COLLEGE OF EDUCATION

PURDUE UNIVERSITY

WEST LAFAYETTE CAMPUS

RECEIVED IN THE GRADUATE SCHOOL

5/27/11

FINAL REVISIONS RECEIVED

9/27/11
New Certificate Program
Workplace Learning

I. General Information

a. Title of the proposed certificate program.
   Workplace Learning

b. A statement describing the purpose of the program, including the need for it, the target audience, the number of students expected to participate in the program, and the relation to relevant existing certificate programs, if any. This statement should also indicate what fraction of the students who are expected to participate in the program will also be concurrently working toward a graduate degree at Purdue.

   The purpose of this certificate program is to provide individuals currently working in learning, training, human resources, quality improvement and a variety of other roles in business, industry, and government with core performance improvement and learning design skill sets. These skill sets are applicable in any organization that invests in building the capacity of its employees. The certificate is likely to attract people from outside Indiana and the United States. This certificate will be offered primarily within M.S. Degree in Education offered in the Department of Curriculum and Instruction and additionally within other degree programs in the College of Education.

   The number of candidates who will likely participate in the program is approximately 15 per year for the Online M.S. Degree program and 5 per year for the campus degree programs including M.S. Degree and Ph.D. Degree program in the Department of Curriculum and Instruction and the Department of Educational Studies. It is likely that this number will increase as the program continues. It is expected that 80% of the students participating in this program will also be concurrently working toward a graduate degree at Purdue. Graduate degrees are often associated with higher rates of pay or rank within organizations and it is expected that students completing this certificate will be motivated to complete a Master's or PhD degree.

c. Proposed date of initiation of the certificate program.
   Spring 2012

d. Whether certificate is graduate or postbaccalaureate.
   This is a graduate certificate.

II. Admission Requirements

A. Items which are specified by the Graduate School
1. Bachelors degree from an accredited institution.
2. Minimum undergraduate GPA of 3.0/4.0 with the possibility of conditional admission for applicants who do not meet this requirement.
3. Minimum TOEFL score of 550 or higher on the paper-based test, 213 or higher on the
computer-based test, or 77 or higher on the Internet-based test (iBT) for applicants whose native
language is not English, with the possibility of allowing exceptions, including substitution of
alternate criteria. Applicants who take the TOEFL iBT must achieve the following minimum test
scores, in addition to the overall required score of at least 77: reading, 19; listening, 14; speaking,
18, and writing, 18. Applicants taking the IELTS must score at least 6.5 on the Academic
Module.

B. Items which are left to the discretion of the graduate program responsible for the certificate,
but which must be specified in the proposal for the certificate program

1. Students who are currently admitted to the M.S. Degree program in Education in the
Department of Curriculum and Instruction are eligible to earn a certificate. Students in other
graduate and postbaccalaureate programs may complete the certificate if it is not in their field of
study.

III. Completion Requirements

A. Items which are specified by the Graduate School

1. The certificate requires 9 credit hours, taken for a letter grade, which may be applied toward a
graduate degree.
2. Courses that have been certified as undergraduate excess may be used to satisfy requirements
for a certificate.

B. Items which are left to the discretion of the graduate program responsible for the certificate,
but which must be specified in the proposal for the certificate program

1. Total number of credit hours required: 9
2. Total number of credit hours that must be taken for a letter grade: 9
3. Specific course requirements

(1) EDCI 52800: Human Performance Technology (a course on the introduction to the field
of human performance technology (HPT);
(2) EDCI 56900: Introduction to E-Learning (a course on how design and development of
instruction are impacted by the use of the computer as delivery system);
(3) EDCI 57700: Strategic Assessment and Evaluation (a course on principles and techniques
that can be used to carry out evaluations within an organization)

Ideal Progression:

<table>
<thead>
<tr>
<th>Year and Semester</th>
<th>Course</th>
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<tbody>
<tr>
<td>Year 1</td>
<td>EDCI 56900: Introduction to E-Learning (3 cr.)</td>
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</table>
4. GPA requirements
   a. Minimum overall GPA for courses that are to be used to fulfill certificate requirements. Only courses taken for a letter grade may be included in this computation: GPA of 3.0/4.0
   b. Minimum grade for any course to be applied toward the certificate: B

5. Maximum number of credits that may be transferred from another institution: Zero

6. Maximum number of credits from courses taken as undergraduate excess that may be used toward the certificate: 3

7. Maximum time allowed for completion of the certificate: Three years

8. Whether or not courses may be applied for credit toward more than one certificate: EDCI 56900 (Introduction to E-Learning) can be applied for credit toward Distance Education certificate because EDCI 56900 is a core course that provides foundational knowledge of both Workplace Learning and Distance Education.

The Graduate School considers a certificate to signify competence in a particular area of study, and recognizes that such areas may overlap. On the other hand, there may be some courses for which it would not be appropriate to allow credit toward more than one certificate. Such restrictions, if any, should be stated.

9. Number of credit hours taken prior to admission to the certificate program that may be counted toward completion of the certificate: 6

IV. Administration

A. Items which are specified by the Graduate School
1. Admission process - The admission process will parallel that for degree-seeking students at the graduate level.

2. To facilitate tracking of students who are enrolled in certificate programs, the Office of the Registrar will establish a special admission status for such individuals.

3. When a student completes requirements for a certificate, the graduate program responsible for that certificate will notify the Graduate School. The Graduate School will then notify the Office of the Registrar.

4. Transcripting
   a. Will be consistent for all graduate certificate programs throughout the Purdue system.
   b. Each certificate earned will be posted separately upon completion of the requirements.
   c. Graduate certificates will be recorded in the following manner:

<table>
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<tr>
<th>(Spring Semester)</th>
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| Year 2 (Fall Semester) | EDCI 52800: Human Performance Technology (3 cr.)
| | EDCI 57700: Strategic Assessment and Evaluation (3 cr.) |
GRADUATE CERTIFICATE
MAJOR: Curriculum & Instruction
CONCENTRATION: Workplace Learning

d. Credits earned toward a certificate will be included in the computation of the overall GPA posted on the transcript.

5. The certificate, itself, will be printed by the Office of the Registrar. All certificates under the purview of the Graduate School that are awarded by Purdue University will share a common format and style.

6. The certificate will be awarded jointly by the appropriate academic unit and the Graduate School. It will bear the signature of the head of the academic unit and the dean of the Graduate School.

7. Certificates will be awarded at the normal times when degrees are awarded.

8. The academic unit (College of Education) offering the certificate will submit an annual report to the Graduate Council containing the following information:
   a. the number of students currently admitted to the certificate program
   b. for each admitted student: date admitted, whether or not the student is also currently admitted to a degree program at Purdue, and if so, which degree number of credits completed toward fulfillment of certificate requirements
   c. the number of certificates awarded annually

The Office of the Registrar will assist in generating this information.

B. Items which are left to the discretion of the graduate program responsible for the certificate, but which must be specified in the proposal for the certificate program

1. Process for certifying completion of requirements. This audit process will be the full responsibility of the academic unit awarding the certificate. (See Item IV.A.3 above for communications requirements.) The Office of Graduate Studies in the College of Education will complete the audit.

2. Dissemination of the certificate i.e., Where does it go from the Office of the Registrar? The certificate should go to the Office of Graduate Studies in the College of Education.