LTXD and DMDL Advisement FAQs

FAQs ABOUT DMDL→ LTXD

Why did we change the name to LTXD?

In Fall 2021, ECT engaged in a market research effort that included interviews, surveys and competitive analysis. We looked at current trends in the field, skills and competencies desired/required in the field, and an assessment of the names of our masters programs. We learned many things, but one that stood out was that DMDL was not representative of the breadth of our program offering. We wanted to better represent our growing emphasis on UX in ed tech and Learning Experience Design.

ECT faculty came up with new names which were again vetted with similar groups and methods we used in the first round of research. We landed on "Learning technology and Experience Design" (LTXD) which we feel combines our focus on Learning Media and Technologies as well as the emphasis on learning experience design and principles of user experience design.

What is different about LTXD (vs. DMDL)?

The most immediate changes are the name change and the reduced credit requirements (LTXD students can opt to take 30-36 credits if they desire vs. 36 formerly required for DMDL program).

If students want to take 30 credits, they would take 12 credits of electives, if they want to do 33 or 36, they would take 15 or 18 electives respectively. This variable credit option allows students to decide how many credits of electives they would like to take. For some students, especially those who come in with prior knowledge or work experience, 30 credits might make sense. This is an individual student decision.

. We have also done away done away with the confusing terms "specialization and cognate electives), calling electives simply 'electives'.

All other program requirements (thesis, required courses, etc) remain the same. Sstudents can still take up to two of their electives outside of ECT if they wish.

The new [LTXD course planner](#) includes details on these requirements and a course tracker tool to keep track of course requirements (see 'course tracker' tab at the bottom of screen).

If I am a DMDL student, how can I change to LTXD (and how can I do that)?

You may.

STUDENTS who started the program in **Fall 2022 or later** will automatically be moved to LTXD program (including new LTXD name and credit requirements).

CURRENT STUDENTS who started the program **before Fall 2022**, can opt into adopting the new LTXD name on your academic record.

Student Services will be sending an email with an preference Survey (keep DMDL vs. switch to LTXD) next week (Nov 14-18 sometime) and they will process all the necessary paperwork and confirm selections with students. There will be a due date for this preference survey so make sure to tell students to be on the lookout for it. Student services will also note the change on the [ECT advising spreadsheet](#).

 NOTE:
STUDENTS GRADUATIN in SPRING 2023, ***who still have electives to take in Spring 2023***, may be able to adjust their plans to reduce number of electives as long total program credits is between 30-36 credits and all other required classes (6 total, including 2 thesis) have been taken, (and they need to switch to LTXD to do this).

Will LTXD offer the same Courses and Specializations as DMDL?

LTXD will continue to offer the same courses and specializations, however there will be a few changes that will roll out in the near future.

-   Transformative Learning Design will now become known as Transformative Learning Design (TLD) with a stronger emphasis on innovation in pedagogy, learning experience design and technology-enhanced learning.

- We will be adding some new courses to our UXD specialization that allow us to offer a broader offering of courses within ETC though students can also continue to take courses outside of our program

- We will be adding some expanded technical skills offerings available to all students in the program, effective Summer 2023.

These changes reflect new trends in the field and changing faculty expertise, as well as drawing on research conducted in 2021-2022 (see above).

GENERAL ADVISING FAQs

Whom am I advising?

See this [master list of students](#) in the program, along with their advisors (note that there are tabs on bottom for master list of students and each advisor's students).

You can also see your advisees on ALBERT under Faculty/Advising tab (bottom of page)

If these lists seems out of date, please contact [altstudentservices@nyu.edu](#)

How do I advise my **CURRENT** student advisees?

*** **Student-facing Info pages:** [Registration](#) & [Courses](#) ***

Program director will send out email with DMDL/LTXD or G4L general info on registering in late Oct (J term & Spring semester) and late March (summer and fall semesters), as well as how to contact each faculty member. You will be cc:ed (see [email text here](#)).

Feel free to send a personal note to your advisees as well.

When DMDL/LTXD and G4L students send you their planner, **which they are now required to do every semester**, you will review and then do following:

- keep 'notes' on concerns, exceptional situations, waivers you grant, etc.. This can be placed in the notes column in your advisee tab.
- place a Y in the cleared column. It will take 1-2 business days to clear a student. Please let students know this.

Any issues/questions, refer this Faculty FAQ or email student services ([altstudentservices@nyu.edu](#))

Other tips and resources:

- STUDENT facing registration info: [DMDL/LTXD & G4L student registration/advisement info](#)
- ECT [Spring 2020 Courses & Descriptions](#)   & all [ALT courses](#)
- [Other electives](#)
- [Sample course plan](#) (DMDL/LTXD)

When and how do I reach out to **newly admitted DMDL/LTXD students** who are my advisees?

Note: this is for NEWLY ADMITTED students. See FAQ above for CURRENT students.

Around mid October (for Spring admits) and early March (for Fall admits) you'll need to send an email to your new advisees. Student services/ Program director will already have sent a welcome email with registration info ,.. All you need to do is forward that note with a personal note and mark that you did so on this spreadsheet,

When and how do I reach out to **newly admitted G4L students** who are my advisees?

Note: this is for NEWLY ADMITTED students. see FAQ above for CURRENT students.

Around mid October (for Spring admits) and early March (for Fall admits) you'll need to send an email to your new advisees. Student services/ Program director will already have sent a welcome email with registration info ,.. All you need to do is forward that note with a personal note and mark that you did so on this spreadsheet,

How do I get a student cleared for registration?

*** Student-facing Info pages: Registration & Courses *******

Locate YOUR advisement tab on the spreadsheet.... (the home page shows you ALL students and advisor assignments). Once you find your tab at the bottom of page, add the **date you Cleared** them and a Y (Yes) in the appropriate column on the spreadsheet.

- **Note #1:** G4L students are in red, LTXD students in Green, PhD students in yellow (we no longer offer the ADV CERT DMDL)
- **Note #2:** please make a note (in notes column) of anything noteworthy (e.g student specialization, answers to questions, waiving required courses,, medical leave, etc)

	A	B	C	D	E	F	G	H	I	J	K	
1	**Program Code**	**Last**	**First**	**Prefered First Name**	**NYU email**	**Advisor**	**Alternate Email**	**Started**	**N Number**	**Spr. 2020 Advisor Clearance Meeting Date**	**Cleared? Y/N**	**Notes**
2	DMDL	Jung	Yeonji		yj1195@nyu.edu	Wise	jay.yeonji.jung@gmail.com	Fall 2017	N11739315			
3	DMDL	Kearney	Jade		jdk485@nyu.edu	Wise	yogagirljade@gmail.com	Fall 2018	N11828149			
4	G4L	Perry-Shamir	Keren		kps352@nyu.edu	Wise	kpshamir@gmail.com	Fall 2017	N18167766			
5	ECT	Reza	Sameen		sr4918@nyu.edu	Wise		Fall 2018	N12374119			
6	DMDL	Tripmacher	Beth		bt506@nyu.edu	Wise	btripmach@gmail.com	Fall 2017	N10194312			
7	DMDL	Wang	Bo		bw1690@nyu.edu	Wise	wangbo102795@163.com	Fall 2018	N15960429			
8	DMDL	Yarnall	Jennifer		jly282@nyu.edu	Wise	jlyarnall85@gmail.com	Fall 2017	N15720550			
9	ECT	Zhang	Jing		jz1220@nyu.edu	Wise		Fall 2019	N16728517			
10	DMDL	Zou	Xuewei	Vicky	xz2424@nyu.edu	Wise		Fall 2019	N15214340			
11												
12												
13												
14												
15	Total Count:	9										
16												
17												
18												

Simply add a "Y" when you have cleared a student. The clearance will be processed within 24 hours.

How do I read or make notes on a student record (e.g waived courses, etc)?

See Notes column in image above. Please update by adding your initials and then a comment. (e.g. AW-student took medical leave in fall 2019).

Can I waive a required course?

Per Lindsey Carrasquillo (11/2/22) : with an advisor's approval, we can request that a course requirement be waived. Lindsey would have to submit a request to the registrar to have the course waived from their degree progress report. Please send her the student's name and which course should be waived.
Also, make a note in the appropriate spot (notes column) on the ECT advisement spreadsheet

When do students need to register, pay, withdraw from classes?

Go to the NYU academic calendar to answer these questions.

Do students need to be advised for Summer classes?

Students are often 'batch cleared' by Student Services, so may not need to be officially cleared to register (check with altstudentservices@nyu.edu if you are not sure).
Note that Summer courses open for viewing on ALBERT before we advise for fall so please keep that in mind.

What are ECT specializations or concentrations?

*** Student-facing Info pages: Specializations ***

We offer 4 specializations for those who want to focus in more depth on any of the following areas. Some notes about specializations:

- A specialization provides a focus for at least 3 electives students will take as part of their Master's program; it does NOT increase the overall number of program credits they are required to take.
- A specialization does NOT appear on someone's transcript. (with the exception ' Games for Learning' which is considered a concentration, see below for more on G4L concentration)
- Students might be interested in creating **other career specializations**. With your help or other colleagues as needed) you can draw from hundreds of elective courses offered throughout NYU to find three courses that create a 'specialization'
  - Examples include: emerging media AR/XR/VR, higher education, early childhood learning, multimedia/video/film, e-learning, ai/machine learning, edtech entrepreneurship.

- More info on specializations : ECT student site. Or see ECT NYU External site
  Note that Specializations are sometimes (referred to as Areas of Focus on the NYU external site.

USER EXPERIENCE DESIGN (UXD)

- More info on UXD specialization.

LEARNING ANALYTICS & EDUCATIONAL DATA SCIENCE (LADS)

- more info here (student info page)

GAMES FOR LEARNING (G4L) CONCENTRATION (LTXD students only)

Note to advisor: A concentration is similar to a specialization - one difference is that it shows up on a student's transcript whereas a specialization does not. Students can still list either on their resume. Students need to formally request this concentration via filling out paperwork. (see ALTstudentservices@nyu.edu) for help on this.
*** Note #2: A concentration is a lighter version of the G4L major. In the major, the 4 classes listed below are required courses (vs. electives in the concentration), thus leaving more room for additional game oriented electives to supplement the required courses.*

- More info here (student info page)

Those interested should ask their advisors and altstudentservices@nyu.edu for procedures. Here is the form students must fill out

More info here: [Student info page here](#)

How does a student audit a class?

NYU does not allow people to audit classes for free. They are actually required to pay full tuition to Audit a course. However, if they can get the professor of the course to agree (and this is the only way), they can unofficially audit the course.

If students wish to audit the course officially, they can fill out an Audit Request Form.

How do I see the courses a student has taken?

Two ways: you can access the transcript through ALBERT.
At the bottom of your Faculty page, you'll see your advisees listed (if not there, ask ALT Student Services - altstudentservices@nyu.edu) to add them. Look at COURSE HISTORY to see courses taken.

TRANSFER CREDITS

Do we accept transfer credits?

Please contact Student Services (altstudentservices@nyu.edu) to help with this question which will be determined on a case by case basis.

Transferring credits from an outside university during program:
Generally, students can take a course from an outside institution if the content matter is not covered at NYU during the semester they are requesting. This would need to be approved in advance and must be at the graduate level and relevant to their degree (approval is rare, but not impossible). We **can not accept** undergraduate level courses.

COURSE SELECTION

Where can I find the most recent course schedules and descriptions?

*** **Student-facing Info pages:** [Courses](#) ***

How should students figure out which courses to take?

*** Student-facing Info pages: Registration FAQs & Courses *******

For required courses, students should check their degree requirements for our ECT programs (**DMDL/ LTXD** , **G4L**) so they know what's required in your program of study.

- Note:: Make sure students know that they need two semesters of thesis in last two adjacent semesters of their program. *All required classes should be completed before taking thesis.*

ALBERT will always have the full listing of all courses across NYU (check **NYU calendar** to find out when Albert will list courses for upcoming semester).

Students should refer to our ECT student site **courses page** for courses offered in upcoming semester and other helpful tips.

Students can also refer to our course Electives Database in Airtable (database), created and maintained by ECT, for other possible courses, including non-ECT electives.

Students can discuss with their advisor and peers for additional ideas.

NOTE: students should update their DMDL/LTXD or G4L planners before meeting with advisor.

What are the required courses for DMDL/LTXD?
http://steinhardt.nyu.edu/alt/ect/ma/DMDL/LTXDcourseplanning

What are the required courses for G4L?
http://steinhardt.nyu.edu/alt/ect/ms/requirements

What are the required courses for Adv DMDL Cert?

> This has Adv DMDL Cert has been phased out, so this question is no longer relevant.

Electives

How many electives do I need to take?

<mark>*** **Student-facing Info pages:** [Courses] ***</mark>

LTXD students take between **12-18 credits** of electives (DMDL was 18 electives, but LTXD students have variable 12-18 making the total program credits either 30 or 36 credits, up to the student) .

How many electives can be non-ECT electives?

Only t**wo electives can be OUT of program** ("non-ECT") electives unless student has permission of advisor to take more (make sure to make a note on [advising spreadsheet] of this exception).

> Note #1 that out of program electives used to be called "COGNATE" electives, but we are phasing out that terminology in favor of simply Electives.

> Note #2: Electives should be 2000 or 3000 level with a "-G" in the number.

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How do I learn more about *non-ECT course electives in other programs and schools* and how to register for them?

[ALBERT] will always have the full listing of all courses across NYU (check notes on each course for when non-majors can register or have student contact the instructor or admin to find out).

Students should refer to our ECT student site **courses page** for courses offered in upcoming semester and other helpful tips. For *non-ECT course electives* see bottom of the courses page for finding and tips on getting into those courses.

Students can also refer to our course [Electives Database in Airtable](#) (database), created and maintained by ECT, for other possible courses, including non-ECT electives.

Kimmie at Student Services ([altstudentservices@nyu.edu](#)) can help with all administrative or systems or form related questions (e.g. graduation, OGS, holds, bursar, permissions etc). And if she can't answer, she'll let you know who can/

Sample Course Plans (DMDL/LTXD)

Full-time student
- *Note that DMDL/LTXD and G4L students can be considered FULL TIME taking only 9 credits. For many students, we recommend taking 9 vs. 12 credits, esp in first semester.*
- *Note #2: LTXD students **only have to take 30 credits,** including 12 credits of electives, though like DMDL they may take 36 or more if they like.*

  - Fall, Year 1 (9 - 12 credits, 9 highly recommended)
    - EDCT-GE 2175 Foundations of the Learning Sciences
    - EDCT-GE 2174 Foundations of Cognitive Science
    - EDCT-GE 2015 User Experience Design
    - *1 elective (not recommended due to load)*

  - Spring, Year 1 (9-12 credits)
    - consider: J TERM class if offered (EDCT-GE 2211 Professional Applications of Media and Tech in Education).

    - EDCT-GE 2158 Design Process for Learning Experiences

    - 2-3 electives

  - Fall, Year 2 (6 or 9 credits)
    - First semester of EDCT-GE 2095 Thesis/Capstone
    - 1-2 electives

  - Spring, Year 2 (3 or 6 credits)
    - Second semester of EDCT-GE 2095 Thesis/Capstone

- ○ 0-1 elective

Full-time student (compressed schedule)

Be sure to explore the implications for financial aid and international full-time status.

- Fall, Year 1 9-12 credits, 9 recommended)
  - EDCT-GE 2175 Foundations of the Learning Sciences
  - EDCT-GE 2174 Foundations of Cognitive Science
  - EDCT-GE 2015 User Experience Design
  - 1 elective
- Spring, Year 1 (9-12 credits)
  - EDCT-GE 2158 Design Process for Learning Experiences
  - 3 electives
- Summer, Year 1 (6-9 credits)
  - ○ First semester of EDCT-GE 2095 Thesis/Capstone
  - ○ Internship or 1-2 electives
- Fall, Year 2 (3-6 credits)
  - ○ Second semester of EDCT-GE 2095 Thesis/Capstone
  - ○ 1 elective (if needed)

Part-time student

Be sure to explore the implications for financial aid. International students are generally not permitted by their visa to study part-time.

- Fall, Year 1 (6 credits)
  - EDCT-GE 2174 Foundations of Cognitive Science
  - EDCT-GE 2015 User Experience Design
- Spring, Year 1 (6 credits)
  - EDCT-GE 2158 Design Process for Learning Experiences
  - Elective
- Fall, Year 2 (6 credits)
  - EDCT-GE 2175 Foundations of the Learning Sciences
  - 1 elective
- Spring, Year 2 (3-6 credits)
  - ○ 2 electives
- Fall, Year 3 (3-6 credits)
  - ○ First semester of EDCT-GE 2095 Thesis/Capstone
  - ○ 0-1 elective
- Spring, Year 3 (3 credits)
  - Second semester of EDCT-GE 2095 Thesis/Capstone

Cross Departmental Registration (ITP, IDM, SPS, Stern, etc)

Each NYU department has a different process. Most of the [processes are detailed here](). If you do not see the department listed below please have the student email [ALTStudentServices@nyu.edu]() with the course they would like to register for.

INTERNSHIPS

How do I go about getting an internship?

*** Student-facing Info pages: Internships ***

First, check out the [DMDL/LTXD/G4L Internship website]() for lots of good info on our internship sites and process.

Maaike Bouwmeester is the ECT internship coordinator, Janelle Viruet is our ALT department support person for internships.

What kind of internship should I consider?

This depends on the student's professional goals and career interests. Also what kind of working environment you'd like to intern in.

After perusing the [DMDL/LTXD/G4L Internship website](), meet with maaike or Janelle (Maaike Bouwmeester is the ECT internship coordinator, Janelle Viruet is our ALT department support person for internships.)

Note #1: International students require two academic semesters before being eligible for non-NYU internships. More on our [internship page]() about eligibility requirements.

Note #2: All students should have at least one semester under their belt before considering an internship (so that they have relevant skills and things they can apply during the internship)

Can I get an internship on my own or does it have to be for course credit?

Either is fine. ECT will help you if you want to get course credit but you are always welcome to find internships on your own (and in many cases, if an

internship you find qualifies for course credit, we can give you course credit). More info here: [DMDL/LTXD/G4L Internship website](#) or contact Maaike Bouwmeester or Janelle Viruet.   (Maaike Bouwmeester is the ECT internship coordinator, Janelle Viruet is our ALT department support person for internships.)

THESIS/ CAPSTONE

How soon can I enroll in the Thesis course?

To be eligible for thesis, you should have completed your required courses, and have 2 semesters left to complete the rest of your degree (including the 2-semester sequence of thesis).

I'm ready to register for thesis, what do I do?

Thesis advisors change every semester

Students should know every semester we'll be sending out a short survey in mid November early May that will help us place students in one of the two thesis sections based on their scheduling preferences and finding the best match based on various other criteria (their interests

Once they have been placed in a section, they will receive a registration code for that section (early December or early June).

Are there things I should do to prepare for thesis?

Yes, students should review the [thesis guide](#) before starting thesis. They should ideally be thinking about what they want to do as a thesis capstone project well before starting thesis.

Can I graduate in Spring, even if I haven't finished my coursework?

Any student who has 6 or less credits to complete over the summer and would like to walk in May can apply for the **Dean's Exception,** which becomes available to fill out sometime in March. For example, if thesis is offered over the summer of 2023, they can enroll in the course and walk with their classmates at graduation in May 2023. Student Services will send out a communication to all students with instructions and a link to the form once it becomes available in the Spring.

Check email or with Kimmie (altstudentservices@nyu.edu) for form to complete for Dean's exception.

INTERNATIONAL STUDENTS

Where do I send students who have questions about visas, social security, OPT, or CPT?

For international students, here is information provided by NYU for:

OPT: **Optional Practical Training**

CPT: **Curricular Practical Training**

You can also send students to [Office of Global Services](#) (OGS website or make appointment in person) to figure out answers to their questions). Students should directly email Nick Voelker, nicholas.voelker@nyu.edu and ALTStudentServices@nyu.edu as a first step to ensure they are getting correct information based on Steinhardt rules and regulations.

International Graduate Student Seminar (SAHS-GE 2003)

During their first semester in residence, incoming international graduate students are required to register for SAHS-GE 2003, a noncredit course given on a pass/fail basis. The seminar explores professional issues and provides further orientation and guidance. Students can request an exemption through Steinhardt Student Affairs.

When do students need to fill out a FTE (full time equivalency) form and how do I go about it?

Student services and OGS usually handle these processes directly with students.

For students who require Full Time status, they must request it if taking less than 9 credits.

For full time students, please make sure one of the following applies to you:

- You are registered for 9 credits.

- You are registered for internship and have filled out a [Full Time Equivalency Form](#) if you are under 9 units.
  - Internship will only give you 6 credits of Equivalency
    - 3 Registered for the course itself
    - 3 Equivalent credits that do not actually show in Albert
  - Students should still take 6 credits outside of Internship (9 total) for Full Time Status.

- You are registered for thesis and have filled out a [Full Time Equivalency Form](#) if you are under 9 units. Please make sure you fill it out fully and remember to
  - check off thesis (last option)
  - place at least 20 hours
  - give an expected graduation date
  - Provide a title for your project (any name will do as a placeholder)

- A thesis student can take thesis + one 3 credit elective and gain FTE in any other semester.
- International students in their last semester do not need to complete the form but MUST complete the online form through OGS under Step 2 on this [page](#)

What is considered full-time status?

Full time status applies to all students who take **9 or more units (credits)** of coursework during the main Fall and Spring semesters. Anything less is considered Part-Time. There are a few exceptions to this rule. (Applies to MA/MS students)
- Students taking special term courses may have their credits applied before or after the actual semester. For example, Higher Ed has a course that takes place during the January term, but applies for the spring term.
- Summer semester is much more flexible. Students can take any number of credits and don't have to fill out

Can International students do a study abroad program?
- Check with [OGS](#) about visa implications
- They can with OGS approval

DEGREE PROGRAMS QUESTIONS

How can a DMDL/LTXD student gain a Games for Learning **concentration**?

If you take three of the following four courses as program electives, your degree can be notated as a degree in Digital Media Design for Learning with a concentration in Games for Learning.

- EDCT-GE 2500 Games and Play in Education
- EDCT-GE 2505 Simulations and Games for Learning
- EDCT-GE 2510 Narrative, Digital Media, and Learning
- EDCT-GE 2520 Research on Simulations and Games for Learning

Make sure your advisor knows if you are planning to concentrate.

How can a G4L student transfer to the DMDL/LTXD program, and vice versa?

[From Kimmie] This would be considered an Internal Transfer. The first step is to fill out Steinhardt's Internal Transfer Application form for graduate students. Since you would be switching within the same program, you do not need to submit a statement of purpose or resume as noted on the form. Once it is filled out and signed by all parties, send it back to ALTStudentServices@nyu.edu. After that it is sent to Graduate Admissions for final review and approval.

HOUSING & FINANCIAL AID

Where do I send student to learn more about financial aid, tuition, estimated cost to live in NYC, etc?

> The best place to go to answer questions about financial aid is: Financial Aid;/Bursar website The tuition and estimated living costs for NYU can be found on NYU website.

LIFE BEYOND COURSEWORK

What are our alumni doing in the real world?
- See our newsletters and alumni pages on our student website

How can students get more involved in our ECt community the greater NYC ed tech community?

- See many ways to connect on our [student site](#). Also our [Events page.](#)

How can students get more involved in Faculty Research?

- See many ways to get involved on our [Faculty Research page](#).

What conferences, ed tech journals or blogs should students know about?

- See many ways to learn more about our field on our [student site](#).
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Student Services/ Mental Health

Where do students go when they have a mental health or health challenge?

Student who are experiencing mental health/physical health issues should be guided to the [NYU Health and Wellness site.](#) If you feel that the student is in danger, please call [Steinhardt Student Affairs office](#) and ask them to follow up with the student.

What do I do if a student needs to take a leave of absence?

- If a student needs to take a leave of absence [they must fill out the following form](#).
- This form can be signed by any faculty member or Department Rep
- If the student is not able to submit this form in person, they can also email it to [steinhardt-registration-and-advisement-group@nyu.edu](#)

What do I do if a student chooses to take my course pass/fail?

- Students need to apply to take a course Pass/Fail. Work with Student Services to complete needed forms.
- Once it is approved, for grading no further action is necessary for faculty/Instructors should enter students grades and the system will convert the grade to P or F based on the grade

- Tip: If you 'save and do not submit' grades in Albert, it will show you which grades are being converted to P/F.
  - You can do this with a partially filled out grade sheet as well. Useful if you're worrying about whether to give a borderline case a C or a C+, say, when it turns out not to matter because it becomes a P anyway.

What is the procedure for Incomplete coursework?

- Complete the [Incomplete Grade Agreement](#) form
- As the instructor you determine the time the student will have to complete the work, but it cannot be later than the last day of classes in the following term.
- If the student does not complete the outstanding work by the agreed date, the incomplete grade (I) becomes an F. F grades cannot be removed or changed