



HPT (Human Performance Technology) Certificate

Instructional Systems Program

Department of Educational Psychology & Learning Systems
Florida State University

The Certificate (Offered at the FSU Campus and Online)

What is HPT?

Human Performance Technology (HPT) is an emerging field that brings dramatic improvements to an organization's processes for developing and supporting a workforce that is in alignment with the organization's mission and goals. These improvements are accomplished by integrating employee development and support functions that are often independent and sometimes even competitive. For example, it is not uncommon for departments such as personnel, training, labor relations, information systems, etc., to conduct analyses and implement performance improvement programs that are not coordinated with each other and may even be mutually contradictory as when training objectives are not supported by the company's incentive plan. To "combat" these problems while achieving higher levels of effectiveness and efficiency, HPT professionals work within an organization to coordinate the various functions that pertain to human performance improvement, and to build coordinated and harmonious programs that become systemically integrated into the organization's operations.

How accepted is HPT?

Growing numbers of organizations are creating HPT officers and staff, and many of them are replacing traditional human resource development (HRD) specialists and Instructional Designers with HPT professionals who combine general knowledge of HPT with one or more areas of specialization in the "solution" areas (such as instructional design, information technology, management, finance, organizational development, etc.) within the broad domain of HRD-related functions.

What are the certificate's sponsorship and requirements?

The Certificate in Human Performance Technology at Florida State University is offered by the Instructional Systems Program and is directed by an HPT Certificate Coordinator. Oversight is provided by a second Instructional Systems Faculty member and the EPLS department head. The certificate requires completion of five competency-based courses (15 credit hours) from areas of specialization that are based on national and international studies of HPT professionals combined with our projections of future directions in organizational structures and processes. There are two required core courses from Instructional Systems. Additional courses may be taken from the Instructional Systems Program and other colleges, schools, and departments such as the College of Business, Askew School of Public Administration, College of Information, College of Communications, and Department of Psychology. Due to the interdisciplinary nature of HPT, no more than three courses may be taken from one major.

Who might be interested in the HPT certificate?

This certificate is offered primarily to students who are enrolled in one of the graduate programs that pertain to the specialty areas within HPT. Thus, graduates who earn this certificate will have in-depth knowledge from their majors in one or more of the "solution

areas” within HPT in addition to expertise in the broader concept and practices of HPT. The certificate is also offered to persons who have expertise in one of these solution areas as a result of their work history, and to individuals who want to use it as an entry-level achievement in preparation for further formal study or work

The Host Program and Department

The field of Instructional Systems is concerned with the improvement of educational and training programs through the application of research and technology. Instructional Systems is a relatively new area of specialization which draws upon the fields of psychology, communications and management in order to improve human performance. The combined enrollment within the department is normally approximately 100 students split almost equally between masters and doctoral programs. A sizable percentage of the students are from other countries, which adds diversity and richness to the program.

Within the Instructional Systems Program, which is in the Department of Educational Psychology and Learning Systems at Florida State University, there are two choices of majors. The first, Instructional Systems, is offered as a residential program and also as an online program. The second major, Open and Distance Learning, is offered as an online program. Students who are enrolled in the Instructional Systems major who wish to earn the HPT Certificate can normally do so without having to do additional work beyond the degree’s 36 credit hour requirement by the appropriate choices of electives. Descriptions of the Instructional Systems major and Open and Distance Learning major are available at the departmental office and website.

The Instructional Systems Program is located within the Department of Educational Psychology & Learning Systems in the College of Education. The eight major areas of study in EPLS are Instructional Systems, Distance Learning, Learning and Cognition, Measurement and Statistics, Program Evaluation, Sport Psychology, School Psychology, and Counseling Psychology.

The Instructional Systems Program is closely affiliated with the university's Learning System Institute (LSI), which is internationally known for major research and development projects related to instructional design, distance learning, and evaluation.

The Curriculum

The 15-semester hours of coursework for the HPT certificate includes two core courses and three courses from designated electives. At least six credit hours must be in the Instructional Systems program, and a maximum of 9 credit hours may be taken within one program area. All courses must be taken at Florida State University and must be completed within a period of three years. Following is the list of courses available at the FSU campus. Online students may contact the Certificate Coordinator for assistance if relevant courses are not available.

HPT Concepts and Processes (Required Core Courses)

EME 5601 Introduction to Instructional Systems & HPT (3)

Plus one of the following:

EME 6631 Managing Instructional Development (3)

EME 6691 Performance Systems Analysis (3) (EME5601 is prerequisite)

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(The course not taken as a core requirement may be taken as an elective under the following categories.)

System Analysis and HPT Solution Design (Select Minimum of One Course)

- EDG 6287 Performance / System Planning (3)
- EME 6640 Design and Development of Electronic Performance Support Systems (3)
- EME 6691 Performance Systems Analysis (3)
- MAR 5816 Marketing Strategy (3)*
- ADE 5189 Staff Training and Development (3)
- MAN5245 Organizational Behavior (3) *

Other courses relevant to the theme of this section subject to approval of the Certificate Coordinator.

HPT Systems Integration, Evaluation, and Project Management (Select Minimum of One Course)

- EDF 5461 Introduction to Program Evaluation (3)
- EME 6631 Managing Instructional Development (3)
- EME 6636 A Systems Approach to the Management of Change (3)
- MMC 6469 Diffusion of Innovations (3)*
- ISM 5021 Information and Technology Management
- BUL 5810 The Legal Environment of Business (3)*

Other courses relevant to the theme of this section subject to approval of the Certificate Coordinator.

Elective

Choose, subject to approval of the Certificate Coordinator, one additional course pertaining to any of the above categories. The elective may come from the above list of courses, or another course that pertains to the general aims of this certificate.

Total Hours Required: 15

****Special Enrollment Procedure Required.*** If you wish to take one of these four courses in the College of Business (MAR 5816, MAN 5245, MMC 6489, BUL 5810), please contact Mary Kate McKee for special instructions.

Admission

Application to the certificate program may be made by any graduate student in good standing at Florida State University, or by any individual eligible to enroll as a graduate-level special student (non-degree-seeking). Non-degree-seeking students should apply for special student status by contacting Melanie Booker, Graduate Admissions, 850-644-1237, mbooker@admin.fsu.edu..

An application for admission to the certificate program must be submitted to and approved by the HPT Certificate Coordinator. The application may be obtained from Mary Kate McKee, the Program Assistant for Instructional Systems in the Department of Educational Psychology & Learning Systems or on the EPLS website. Upon admission, you must fill out a program of study and submit it to Mrs. McKee. It can be revised if you wish to modify it during your course of study.

To be qualified for admission, applicants will normally be required to have qualifications equivalent to those of the Instructional Systems Program, which currently are a minimum of a 3.0 grade point average in their upper-division undergraduate studies and a score of at least 1000 with approximately equal distribution between verbal and quantitative on the Graduate

Record Examination. Applicants must also submit a goal statement and proposed program of study that are acceptable to the HPT Certificate Coordinator.

Inquiries

Requests for further information or for application materials for admission may be addressed to the Program Assistant:

Mary Kate McKee
Instructional Systems Program
305B Stone Building
Florida State University
Tallahassee, FL 32306-4453
850-644-8792
mmckee@oddl.fsu.edu

Questions about acceptable courses for your program of study should be addressed to the Certificate Coordinator

Dr. John M. Keller
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Tallahassee, FL 32306-4453
850-644-8790
jkeller@mailier.fsu.edu