Language, Literacy, and Technology Program

Student Handbook
Doctorate Degree

DEPARTMENT OF TEACHING AND LEARNING

WASHINGTON STATE UNIVERSITY

College of Education

Office of Graduate Education
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Introduction

Congratulations on your admission to the LLT doctoral degree program in the Department of Teaching and Learning at Washington State University (WSU). The guidelines in this handbook are to assist you in planning and completing your program. Please read and discuss them with your advisor. Because the LLT program currently exists only on the Pullman campus, the information in this handbook refers only to that campus. If you have questions that are not addressed in this handbook, please contact your advisor or the staff in the Office of Graduate Studies in the College of Education (COE). You can also visit our website (https://education.wsu.edu/graduate/) for additional information.

The forms described in this handbook are available from the College of Education (COE) Office of Graduate Studies website (https://education.wsu.edu/graduate/formsanddeadlines/) and the Graduate School website (https://gradschool.wsu.edu/facultystaff-resources/18-2/).

Welcome from the Department Chair

I would like to take this opportunity to welcome you to the Department of Teaching and Learning graduate program. The faculty supports a strong program of mentorship and encourages master’s degree students to work closely with faculty of their choosing in investigating the world of research, knowledge generation and dissemination, pedagogical action, and advocacy.

We have extremely talented and knowledgeable faculty in the Department. The faculty are both excellent teachers and superb researchers. They are closely connected to the K-12 public school system, and also active contributors to research in their respective fields. The faculty conduct a wide range of research, some of which is integrated into the public-school systems (e.g., implementation of the CCSS with informational science texts, professional development for teachers) and some that is aimed at community-based solutions to educational issues. You have access to these faculty and their projects through course work, advising structures, and, of course, research publications. Seek out this faculty expertise in teaching and research as you progress through the program.

Please read through this Student Handbook prior to beginning your program of study. It is designed to help you navigate all the transitions, procedures, and processes that graduate education involves. Discuss the items in this handbook with your advisor and graduate committee. Be aware of the deadlines described in the handbook.

We strive to facilitate and support a collaborative, positive, and productive culture for our graduate students. We are here to help you achieve your graduate goals. The faculty and staff in the Language, Literacy, and Technology (LLT) Program and in the Department of Teaching and Learning welcome you to the graduate program and offer their assistance throughout your program.

Tariq Akmal, Ph.D.
Chair, Department of Teaching & Learning
Language, Literacy, and Technology Program Overview

Program Vision

The Language, Literacy, and Technology (LLT) graduate program is valued by potential students, graduates, and institutions as rigorous, relevant, and innovative, offering superior quality professional preparation that produces exceptional and creative researchers and teachers with a focus on improving the lives of students, teachers, and schools. The Language, Literacy, and Technology doctoral program emphasizes the generation, application, and translation of research that will enhance the field of education through the exploration of language, literacy, and technology.

Mission

The mission of the Language, Literacy, and Technology doctoral program is a) to promote a deeper understanding of the influences of language, literacy, and technology by conducting and supporting high-quality research, b) to support and promote high-quality instruction in the three areas and in integrated contexts in both formal and informal settings, and c) to understand how human development, culture, policy, knowledge of language, and other issues support and shape language, literacy, and technology practices.

Student Learning Outcomes

After completing the Language, Literacy, and Technology Doctoral Degree Program students will:

1. Locate, analyze, and synthesize research literature, and apply that synthesis to problems of practice and/or theory.
2. Effectively communicate scholarly work through written, and oral, and/or alternative formats.
3. Publish and/or present original scholarship that demonstrates acquisition and application of new knowledge and theory.
4. Collaborate successfully with faculty and/or peers on scholarship.

The Language, Literacy, and Technology Doctoral Degree Handbook is designed for current and prospective students on the Pullman campus and course delivery is available to urban campuses as needed. Current doctoral degree students will find this Handbook helpful in understanding the degree program, the process for enrolling in coursework, and information regarding policies and procedures for successfully completing a degree program. If you have questions that are not addressed in these guidelines, please visit our website (https://education.wsu.edu/graduate/llt/), contact your advisor, or contact/visit the Academic Coordinators within the College of Education’s (COE) Office of Graduate Education.

The Department of Teaching and Learning offers one Language, Literacy and Technology doctoral degree: The Doctor of Philosophy (Ph.D.) in Language, Literacy and Technology. Your Program of Study is developed in collaboration with your faculty advisor and your doctoral degree committee.
Program Content - Doctor of Philosophy in LLT

The LLT program offers the Doctor of Philosophy (Ph.D.). The Ph.D. emphasizes research that makes a significant contribution to knowledge in the field of education. It is designed for those students wishing to eventually pursue a career in higher education, or a research/leadership role in schools or organizations/agencies.

The Ph.D. degree program consists of a total of 72 required credits with a minimum of 34 graded credits and a minimum of 20 credits of dissertation credits (LLT 800). The performance criteria in LLT 800 are based on a satisfactory/fail scale, as opposed to a letter grade.

You will work with your advisor/program of study chair to plan a course of study that is intellectually coherent and relevant to your needs and interests.

The following is a breakdown of required foundational core, research, and elective requirements for the Ph.D. degree. For specific courses and semester offerings, please see (Appendix B). It is anticipated that completion of the degree will average three to five years.

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<tr>
<th>LLT Doctoral Credit Overview</th>
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<tr>
<td><strong>Graded Credits</strong> (34 credits)</td>
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<td>LLT Core Courses</td>
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<td><strong>Additional Credits</strong> (38 credits)</td>
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<tr>
<td>Graded and/or Non-Graded Electives</td>
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<tr>
<td>Dissertation credits</td>
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<td><strong>Total Credits</strong></td>
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Program Faculty by Campus

**Pullman**

**Joy Egbert**, Ph.D, University of Arizona, jegbert@wsu.edu
- Engagement and differentiation, Computer Assisted Language Learning (CALL), Teacher Education

**Anne Marie Guerrettaz**, Ph.D., Indiana University, a.m.guerrettaz@wsu.edu
- Language teaching methods and materials, Bilingual and indigenous language education, Applied linguistics

**Jane Kelley**, Ed.D., University of Massachusetts, jekelley@wsu.edu
- Children’s literature, Critical multicultural analysis, Literacy education

**Kelly Puzio**, Ph.D, Vanderbilt University, kelly.puzio@wsu.edu
- Literacy instruction, Differentiated instruction, Culturally relevant instruction

**Tom Salsbury**, Ph.D., Indiana University, tsalsbury@wsu.edu
- Second language acquisition (SLA) Applied linguistics, English language learners

**Barbara Ward**, Ph.D., University of New Orleans, barbara.ward@wsu.edu
- Children’s literature, young adult literature, literacy education, classroom discussion

**Tri-Cities**

**Yuliya Ardasheva**, Ph.D., University of Louisville, yuliya.ardasheva@tricity.wsu.edu
- Interplay between second language and academic development (particularly in science), Contributions of individual differences (e.g., language learning strategies, motivation) to second language development

**Eric Johnson**, Ph.D., Arizona State University, ejj@tricity.wsu.edu
- Language policy, Bilingual education, Immigrant education

**Sarah Newcomer**, Ph.D., Arizona State University sarah.newcomer@tricity.wsu.edu
- Culturally responsive literacy instruction, Biliteracy/Bilingual education, School-community partnerships

**Vancouver**

**Deanna Day**, Ph.D., University of Arizona, dday-wiff@wsu.edu
- Children’s literature, Literature circles, Digital literacy

**Gisela Ernst-Slavit**, Ph.D., University of Florida, gernst@wsu.edu
- ELL and bilingual education, Multicultural and multilingual education, Sociolinguistics
Academic & Degree Requirements, Policies, and Procedures

Academic Standing and Annual Review

You are required to maintain a 3.0 cumulative grade point average (GPA) in your graduate program. If you fail to maintain a 3.0 cumulative GPA or receive an F in any course in the graduate program, your committee will review the situation and make a determination as to whether or not you will be allowed to remain in the program.

Each year the Graduate School requires progress reviews of all graduate students. The LLT Coordinator initiates this review by sending the Student Self-Evaluation Form for Annual Review survey link to you via email. You are required to complete the self-evaluation/progress review within 10 working days of receiving it. After your permanent advisor reviews your Self-Evaluation, your advisor will complete the Faculty Assessment of Student Progress form and schedule a meeting with you to review and sign the assessment. After the meeting, you will receive a copy of the signed report.

Degree Requirements

The LLT program offers the Doctor of Philosophy (Ph.D.). The Ph.D. emphasizes research that makes a significant contribution to knowledge in the field of education. It is designed for those students wishing to eventually pursue a career in higher education, a research/leadership role in schools or organizations/agencies.

The Ph.D. requires at least 72 credit hours of study. The Ph.D. program consists of graded and non-graded coursework and must include a minimum of 34 semester hours of graded content credit beyond the master’s degree. The Ph.D. program requires a minimum of 20 semester hours of Doctoral Research, Dissertation, and/or Examination (LLT 800). The performance criteria in LLT 800 are based on a satisfactory/fail scale, as opposed to a letter grade. Work with your advisor/program of study chair to plan a course of study that is intellectually coherent and relevant to your needs and interests.

Mandatory Research Training

All graduate students are required to complete the Responsible Conduct of Research online training module. This is a web-based training located at [https://myresearch.wsu.edu/MandatoryTraining.aspx](https://myresearch.wsu.edu/MandatoryTraining.aspx). Students are encouraged to take this training as soon as possible. Students will not be eligible for an assistantship or be able to conduct research until the training is completed. After completing this training, the student will receive email confirmation of completion. Please forward this email to the College of Education (COE) Office of Graduate Studies (gradstudies@wsu.edu) as well as the department through which you have received an assistantship, if applicable. Delay in the completion of this training could delay students’ progression through their graduate program. The training will need to be repeated after a five-year period.

If you have questions about this training, please contact the IRB at 509-335-3668 or irb@wsu.edu.
Temporary/Permanent Advisor and Committee

The admission letter from the Department indicates who will serve as your temporary advisor. This advisor is a departmental faculty member, usually in an area of specialization of interest to the student. The temporary advisor will assist the student with the initial selection of coursework. It is the student’s responsibility to contact the temporary advisor as soon as possible after admission to the Department. The temporary advisor serves only until the student is ready to select a doctoral degree program committee and permanent advisor. The chair of that committee becomes the permanent advisor (see below). If a student wishes to change temporary advisors, that student can complete the Change of Temporary Advisor form (https://education.wsu.edu/documents/2015/09/change-of-temporary-advisor.pdf).

You are encouraged to select a permanent advisor/committee chair as soon as possible after your first semester of study. By this time, you should know several faculty members and their areas of specialization. The permanent advisor/doctoral committee chair must have a doctoral degree and be qualified, according to COE guidelines, to chair doctoral committees. The individual should have expertise in the area that will be the focus of your study. This will be reflected in the faculty member's record of research and publication, teaching, and professional service. If you need assistance in selecting a permanent advisor/committee chair, refer to the T&L Faculty Areas of Expertise document available on the WSU College of Education website (https://education.wsu.edu/research/researchers/) or consult with the department chair, a faculty member you know, or the staff in the COE Office of Graduate Studies. The chair of your committee must be a member of the LLT program faculty.

Your permanent advisor/committee chair will help you develop and file your Program of Study for Doctoral Degree and identify other faculty members to serve on your doctoral committee. The doctoral committee must consist of at least two members, in addition to the committee chair, who hold a doctoral degree and are qualified, according to COE guidelines, to serve on doctoral committees. At least two of the three committee members must be from the Department of Teaching and Learning. All three committee members should have expertise related to your Program of Study. If a student desires that a faculty member who does not meet the COE criteria serve on his/her doctoral committees, that person may be appointed to the committee as a fourth member. If your Program of Study includes a supporting cognate area, the committee must include a faculty member from the cognate area. The supporting cognate area may be from the College of Education or another college.

When selecting committee members, take into account whether each committee member

- has previous experience on dissertation committees
- meets College of Education criteria for serving on doctoral committees
- is available for the duration of the dissertation (e.g., are there sabbatical or retirement plans?)
- has expertise related to the topic of research
- has expertise in the research methodology
- is accessible for meetings with you and other committee members
- provides prompt and constructive feedback
- is compatible with other committee members
- has the time to devote to your committee
Developing and Submitting the Program of Study

The Program of Study Request Form ([https://gradschool.wsu.edu/documents/2016/08/program-study-request.pdf/](https://gradschool.wsu.edu/documents/2016/08/program-study-request.pdf/)) lists your committee chair and other committee members and the courses that comprise your doctoral program. Your permanent advisor/committee chair, in collaboration with other members of your doctoral committee, will help you identify the appropriate coursework for your program of study. The courses are then listed on the Program of Study form. When committee members sign the form, it indicates they agree to be on your committee and approve your Program of Study.

The core courses for the Ph.D. include a minimum of 34 semester hours of graded course work beyond the master’s degree. The core should include the required LLT courses listed in this handbook, as well as the Advanced Research Core ([Appendix B](https://education.wsu.edu/documents/2015/09/tl-independent-study-enrollment-form.pdf/)).

These graded courses are listed in the “Core Program” section of the Program of Study form. Generally, only graduate-level WSU and transfer courses can be included in the Program of Study. However, your doctoral program committee may approve up to 9 credits of non-graduate credit (300- or 400-level courses at WSU) for your program of study. Any course included in the Program of Study form in which a grade of "C-" or below is earned must be repeated as a graded course (it cannot be repeated on an S/F basis-satisfactory/fail).

In the “Research and Additional Studies” section of the Program of Study form, list the Special Projects or Independent Study (TCH LRN 600) and Doctoral Research, Dissertation, and/or Examination (LLT 800) credits you plan to take, as well as courses taken on an S/F basis. You must enroll in 2 credits of LLT 800 in the semesters in which you take your Preliminary Examination (sometimes referred to as the comprehensive examination) and the semester you defend your dissertation. Your program must include at least 20 credits of LLT 800. Each semester you must enroll in at least 1 credit of LLT 800. Before enrolling, meet with your advisor to discuss your goals and to complete the [Independent Study Form](https://education.wsu.edu/documents/2015/09/tl-independent-study-enrollment-form.pdf/). Submit the form to the T&L Office, Cleveland 321 before the 10th day of classes.

The Program of Study ([https://gradschool.wsu.edu/documents/2016/08/program-study-request.pdf/](https://gradschool.wsu.edu/documents/2016/08/program-study-request.pdf/)) must be typed and circulated to the faculty members you asked to serve on your doctoral committee. It is your responsibility to ensure that all members of the committee sign the Program of Study. After the committee members sign the form, the COE Office of Graduate Studies will submit the completed form to the chair of Teaching and Learning, the chair of the minor department/program, if applicable, and to the Graduate School. After the Program of Study is approved by the Graduate School, an email will be sent to you and the COE Office of Graduate Studies. The approved program becomes a part of the requirements for the degree and becomes a “contract” for the Graduate School, the academic program, and you.

Although Graduate School policy requires that this form be completed no later than the third semester of graduate work, you are encouraged to submit it shortly after your first semester of course work. You are held to the doctoral program requirements in effect at the date of your admission, provided you submit a Program of Study and have it approved by the Graduate School within one year of your admission date. Otherwise, you will be held to the program requirements in effect at the time of approval of your Program of Study.

You may change the course work listed on an approved Program of Study by submitting a completed [Program Change Form](https://gradschool.wsu.edu/documents/2014/12/program-change.pdf/) to the COE Office of Graduate Studies. Changes must be approved by your committee chair/advisor, the chair
of T&L, and if applicable, the chair of the minor department. After approval at the departmental level, the form is forwarded to the COE Office of Graduate Studies who will submit to the Graduate School.

To request a change in committee membership, submit a completed and signed **Committee Change Form** (https://gradschool.wsu.edu/documents/2014/12/committee-change-form.pdf/) to the COE Office of Graduate Studies. The new committee members must sign the form. Additionally, anyone dropped from a committee must initial the form. The form is then forwarded to the chair of T&L and, if applicable, minor departments for approval. If approved at the department level, the form is forwarded to the COE Office of Graduate Studies who will submit to the Graduate School for approval.

**Be sure to keep copies of all submitted paperwork.**

**Deadlines**

You should check the Graduate School’s **Deadlines and Procedures for Doctoral Degrees** (https://gradschool.wsu.edu/documents/2015/07/ddlns_proc_doctoral.pdf/) for submission of the Program of Study so that you get current information about due dates that affect you.

**Continuous Enrollment Policy**

All full- and part-time degree-seeking graduate students at all campus locations must maintain continuous enrollment in the Graduate School, registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed. Continuous enrollment is maintained by registering for a minimum of 2 graduate credits per semester (excluding the summer). For further information regarding the **Continuous Enrollment for Degree Seeking** (https://gradschool.wsu.edu/chapter-five-a2/).

**Grade Point Average**

You are required to have a 3.0 cumulative and a 3.0 program GPA in order to be awarded a graduate degree. No work of B- or below may be dropped from a program, nor can a course be repeated for a higher grade if the final grade is C or higher. Any course listed in the Program of Study for a doctoral degree with a grade of C- or below must be repeated, and the course cannot be repeated on an S/U (satisfactory/ unsatisfactory) basis.

If you are a regularly admitted graduate student who has completed only one semester or one summer session of graduate study with a GPA of 2.75 or above, you are eligible for continued enrollment. Upon completion of two semesters, one semester and one summer session, or two summer sessions of graduate study and thereafter, a 3.0 GPA or above is required for continued enrollment in the Graduate School. If you are admitted on a provisional status, you must maintain at least a 3.0 GPA in order to continue your enrollment in the Graduate School.

If you fail to maintain a cumulative GPA of at least a 3.0 for two semesters, one semester and one summer session, or two summer sessions, your enrollment will be terminated. If your GPA is between 2.75 and 2.99, you may be reinstated by the Dean of the Graduate School upon favorable
recommendation of the department chair. Upon reinstatement, you will have one semester to raise your cumulative GPA to at least 3.0.

If you are a newly admitted student who fails to obtain a cumulative GPA of at least 2.75 at the end of one semester or one summer session of graduate study, your enrollment will be terminated. You may be reinstated by the Dean of the Graduate School upon favorable recommendation of the department chair.

**Registration and Credit Load**

Graduate Students are responsible for completing appropriate enrollment procedures each semester. Full-time graduate students must register for a minimum of 10 credit hours to maintain full-time enrollment status in the fall and spring semesters. All full-time graduate students must register for at least one (1) 800 (doctoral) level research credit each semester to track faculty advisor effort. Part-time graduate students must register for a minimum of 2 credit hours and no more than 9 credit hours to maintain part-time enrollment status in the fall and spring semesters. For further information regarding the **Registration and Credit Load** policy go to the Graduate School Policy and Procedures at [https://gradschool.wsu.edu/chapter-five-b-c/](https://gradschool.wsu.edu/chapter-five-b-c/).

**Transfer Credit and Credit Restrictions**

The program will follow the Graduate School Policies & Procedures for transfer credits. The number of transfer credits allowed for a doctoral program is up to 12 credits and is subject to departmental recommendation and final approval by the Graduate School.

Credits appropriate to the Program of Study (with a grade of B or higher) earned in other accredited graduate schools after the award of the bachelor's degree may be transferred and applied toward your graduate degree program with approval by your chair and committee members, as well as the department and Graduate School. Graduate credit earned (with a grade of "B" or higher) at Washington State University prior to formal admission to the Graduate School, other than credit earned while enrolled as a Class 5B or Enrichment student, may be included in the number of prior credits allowed. The total of such credits from the two categories (transfer and prior WSU credits) is subject to the usual time restrictions and approval by the department and the Graduate School. None of these credits may be applied toward another advanced degree.

Extension courses, special problems, research and thesis, workshops, and correspondence courses will not receive graduate transfer credit. For details on these requirements, inquiries should be sent to the Dean of the Graduate School.

All proposals regarding transfer credits should first be discussed with the chair of your graduate committee. Transfer credit is requested formally by listing the courses on the Program of Study, but preliminary determination will be made earlier upon request to your chair and committee members and the Graduate School. Graduate credit from non-accredited institutions will not be accepted for transfer to graduate degree programs. Graduate credit earned within the State of Washington from an accredited institution whose main campus is outside the state will be considered for transfer to a graduate degree program only upon special petition to the Dean of the Graduate School.
Preliminary Examination

The Preliminary Examination is an official university exam that is both a written and oral assessment. It is also referred to as the Comprehensive Examination.

Overview of the Process

After the Program of Study has been approved and most or the entire program has been completed, the Preliminary Examination is designed and scheduled. The products used for this assessment should provide an opportunity for students to evidence and demonstrate the following:

1. an ability to reason across disparate stances and research findings,
2. an insightful and respectful understanding of the debates and tensions within their field and a clear ability to articulate their stance within them,
3. an ability to express their ideas in academic formats expected for wider dissemination (e.g., APA),
4. an ability to sort good research from the unscientific
5. an ability to critique research that taps a range of research traditions, and
6. a deep regard for the potential and limitations of research and its relationship to theory.

Assumptions

The Preliminary Examination

1. includes both written and oral components
2. is designed by the committee chair and the members of the graduate committee, in consultation with the student about appropriate options, and,
3. must be successfully completed (passed) before defending a dissertation proposal.

Options

There are four options to consider for the Preliminary Examination:

1. **Publishable paper and oral defense.** The LLT program requires this to be original research. A timeline will be established for this option. After the paper is received and reviewed by the chair and committee members, an oral defense will occur.
2. **Critical synthesis of research, theory, and practice, and oral defense.** This option will stem from three to four questions posed by the chair and committee members in consultation with the student. The student is generally allowed one week to craft a written response to each question. (The time frame is decided upon by the chair and committee members.) After all responses are received and reviewed, an oral defense will occur.
3. **Intensive and prompted response and oral defense.** This option involves a timed response, usually 8-12 hours total, to questions posed by the chair and committee members. The topic areas will be discussed with the student. After the timed responses are submitted, an oral defense will occur.
4. **Alternative Preliminary Examination product.** This option allows the student to submit a written proposal to his or her chair and committee that describes an alternative examination product.
Scheduling the Preliminary Exam (Defense)

After all committee members have had the opportunity to read the written component of the examination, the oral component is scheduled. To schedule the Preliminary Exam, complete the Preliminary Examination Scheduling Form (https://gradschool.wsu.edu/documents/2014/12/preliminary-exam-scheduling-form.pdf/) with your committee will include setting the date, location and time of the meeting. The form is due in the Graduate School ten (10) working days prior the date of your examination. It is your responsibility to ensure that all members of the committee sign and the location is reserved. The form is then forwarded to the chair of T&L and, if applicable, minor departments for approval. If approved at the department level, the form is forwarded to the COE Office of Graduate Studies who will submit to the Graduate School for approval.

Oral Exam (Defense) and Balloting

All committee members must be present at the oral examination. Following the oral examination, committee members meet to discuss the results and ballot on whether you pass or fail the assessment. The ballot meeting, which is scheduled in coordination with the Graduate School, may occur immediately following the oral exam or up to four weeks after the examination. All members of your committee must attend the oral exam and the ballot meeting, and all must vote. The final ballot result is either a pass or fail. After the ballot meeting, your advisor will notify you regarding the results, and you may request a written notification from the Graduate School. You are also free to contact your chair after the ballot meeting to discuss the results.

Repeating the Preliminary Examination

In the event of a failed Preliminary Examination, you may be re-assessed a second and final time only at the request of the department/program that previously voted to fail you. There is no automatic right to a second assessment. At least three months must elapse between a failed assessment and a re-examination. Failure of two Preliminary Examinations results in termination of enrollment in the doctoral program and the Graduate School.
Dissertation Guidelines

Dissertation Proposal (D1)

A dissertation proposal (D1) is a concise and convincing overview of the research you propose to undertake for the dissertation. While the format for a D1 is variable, your committee chair and committee members may have specific requirements regarding the format. Discuss the format options with your chair, as well as the members of your committee. The D1 may be developed prior to or after the Preliminary Examination. The advantage to providing the D1 to your committee prior to the Preliminary Examination is that the research you are proposing to conduct may help the committee formulate examination questions that will benefit you during the dissertation phase of your doctoral work. You may enroll in research credits (LLT 800) during the semesters in which you develop the proposal.

Typically, a semester or two prior to your Preliminary Examination you should begin working with your committee to define your area of research, identify specific research questions, and prepare the D1. The format should adhere to the style set forth in the latest edition of the Publication Manual of the American Psychological Association (APA). The D1 should address the following questions:

1. What is the rationale for the study (note that this is not a detailed literature review, but a convincing rationale for the study)?
2. What is the problem, issue, question, or hypothesis?
3. What have others speculated, asserted, found, and/or concluded about this problem, issue, question, or hypothesis?
   (This may contain a detailed literature review)
4. What do you propose to do to investigate, explore, or examine your topics?
   a. Whom will you observe, test, teach, interview, etc. (i.e., who will be the participants/subjects)?
   b. What instruments or measures will be employed to conduct those activities?
   c. How will you conduct the study (procedures)?
   d. How will you organize or analyze the resulting data (analysis)?
   e. What will be your intervention (if applicable)?
5. What knowledge will be added to the literature that was not known before? How is your study proposal going to significantly impact the field?

Submit the written D1 to your chair and schedule a meeting to obtain feedback. Your chair’s feedback should be used to revise and clarify the D1. When you and your chair are satisfied with the D1, provide a copy to your committee for feedback. You and your chair will decide upon the means of obtaining your committee’s feedback (e.g., a meeting, presentation, written comments submitted to you or the chair).

The dissertation “…is a scholarly, original study that represents a significant contribution to the knowledge of the chosen discipline” (WSU Graduate School Policies and Procedures). You must enroll for research credits (LLT 800) in the semesters you work on the dissertation. While you may begin work on the D1 prior to the Preliminary Examination, you may not formally present your D1 proposal until you successfully complete the examination.

You should work closely with your doctoral committee in the development of the D1. Provide adequate time (minimum of two weeks) for committee members to review drafts of your proposal. The writing process varies from one committee to the next. However, a typical process is for you to work closely with your chair to prepare and revise initial drafts of the D1 chapters. You and the committee chair will decide
when it is best to begin sharing the proposal with the other committee members. Expect further revisions after the other committee members review the proposal.

When you and your committee determine you are ready for the formal presentation of the proposal, you must complete and submit a Dissertation Proposal (D1) Scheduling form (https://education.wsu.edu/documents/2015/09/proposals-d-1m-1t-1-scheduling-form.pdf). This includes reserving a room for your presentation (consult with the department staff about scheduling a location). You must secure the signatures of your committee and submit the D1 Scheduling Form to the COE Office of Graduate Studies who will then secure the signature of the department chair and place the form in your file. Provide your committee members with a hard copy of the final draft of the dissertation proposal.

The formal dissertation proposal consists of a presentation in a colloquium that may be open to the public if the chair and student agree. The presentation includes the opportunity for questions from your committee members (and others in the audience). Immediately following the colloquium, your doctoral committee will meet to recommend approval or denial of the D1. The committee will indicate one of the following decisions on the Dissertation Proposal Approval Form (https://education.wsu.edu/documents/2015/09/dissertation-d-1-proposal-approval-form.pdf):

(a) approved as presented;
(b) approved, subject to revisions as specified by the committee;
(c) approved, subject to revisions as specified and subject to further review and approval by the committee; and
(d) approval denied.

Approval or denial of the dissertation proposal is documented by committee members’ signatures on the D-1 form.

The dissertation proposal must be written according to the style specified in the latest edition of the Publication Manual of the APA Quick Guide (http://www.wsulibs.wsu.edu/quickguides/apa). However, you will develop the format for the proposal with your chair.

**Human Subjects Form and CITI training**

After approval of the D-1 and prior to any data collection, you must do CITI training and obtain WSU Institutional Review Board (IRB) approval to conduct research involving human subjects. The IRB letter of approval must be submitted to your committee chair and the College of Education Office of Graduate Education before you commence data collection. You may submit a copy to the Office of Graduate Education when you receive the confirmation but it must be submitted no later than when your Dissertation/Thesis Acceptance/Final Examination scheduling form is submitted. Failure to gain approval prior to data collection shall result in rejection of the final dissertation and prevent you from scheduling the final doctoral examination.

The IRB form for approval of human subjects research is available on the IRB website (http://www.irb.wsu.edu/). The IRB form must be signed by the chair of your committee and the department chair before it is submitted. Review of the request generally takes 5-10 days, at which time you will inform you by email as to whether your research is approved.
Writing the Dissertation

Upon approval of the D-1 and receipt of the IRB approval for human subjects research, you may begin the study as outlined in the methods section of your D1 proposal. Upon completion of data collection and analysis, you are ready to write the dissertation.

In its final form, the dissertation usually includes five chapters or sections—including the introduction, literature review, methodology, results, and discussion sections. It is not uncommon for these chapters to undergo several iterations before final approval. In LLT, an academic writing course (TCH LRN 582) is offered for students wanting extra writing support. For more details on the contents of each section of the dissertation, find the handout "Writing the dissertation" on the LLT web pages.

Scheduling the Final Examination (Defense/D2)

Your committee will review the entire dissertation. Revisions may be and often are required before the committee is satisfied that you are ready for the final oral defense. With the committee’s consent that the written document is ready, schedule the final oral examination by providing your committee a completed Scheduling Exam: Dissertation/Thesis Final, Non-Thesis Final, and Preliminary Examination Form (https://gradschool.wsu.edu/documents/2015/03/final-exam-scheduling-for-masters-and-doctoral.pdf/). Please be aware that you will need to have a completed draft of the entire dissertation at least 30 days prior to your final defense date. For Fall semester this means you will need to have a completed draft by at least mid-October and for Spring semester, you will need to have a completed draft by mid-March. Committee members’ signatures signify preliminary approval of a typed or electronic form of the dissertation that is suitable in content and format for submission to the WSU Graduate School. Their signatures also indicate their acceptance of the date, time, and place of the final examination. Committee members must be given the entire dissertation a minimum of ten (10) days prior to any deadline for scheduling the defense.

The signed form is submitted to the College of Education Office of Graduate Education with your abstract. This office will then circulate the materials to the department chair for signature then onto the Graduate School for scheduling your exam. The completed form and dissertation must be submitted at least 10 working days in advance of the examination date. At the same deadline your dissertation draft must be uploaded to UMI/Proquest website (http://www.dissertations.wsu.edu). Although the Graduate School & UMI/Proquest checks the dissertation, this check does not constitute final acceptance as this check is for formatting issues only, content will be reviewed by your committee.

The examination must be scheduled at least four months, but less than three years, after satisfactory completion of the comprehensive assessment. The Graduate School will schedule the final examination and publicly announce the examination in an appropriate campus-wide publication. Final examinations shall be scheduled during regular working hours and only during academic sessions.

At least five working days prior to the final examination, a copy of the dissertation must be made available for public review in the Office of Graduate Education. At the same time, an abstract must be submitted electronically to the Office of Graduate Education.

Exceptions will not be made for late paperwork except in dire circumstances. It is the student’s responsibility to make sure that all paperwork is completed in a timely manner.
Final Examination (Defense/D2)

The final oral examination is primarily a defense of the dissertation but may also cover the general fields of knowledge pertinent to the degree. You must register for LLT 800 (minimum of two credits) in the semester in which you take the final examination. The examination is about two hours, which includes time for the presentation, questions, deliberation by the committee and signatures on the final paperwork. The examining committee shall include your doctoral committee and any other members of the faculty in attendance who are eligible, according to College of Education criteria, to participate on dissertation committees. Your chair will be responsible for conducting the final examination/defense. While the examination is open to the public, you and your advisor may decide that only those faculty members eligible to participate on doctoral committees may ask questions. Only committee members may vote. All members of your doctoral committee must attend and vote. In order to pass the final oral examination, a minimum of three-fourths of those voting must vote to pass you; if the committee consists of only three members, all must vote to pass. In the event of a failed final examination/defense, a second and last attempt may be scheduled, at the request of the major department, after a lapse of at least three months. There is no automatic right to a second defense.

Alternative Formats

Alternative formats to the dissertation format described previously must be approved by the department and the Graduate School. After your committee has approved the alternative format proposal, your advisor/chair requests approval from the department’s graduate committee. They, in turn, seek approval from the Graduate School.
Graduation Checklist:

This section includes information about the application for the doctoral degree, deadlines and procedures summary, and information for committee members and students planning final examinations.

By the deadline (listed on the university calendar) of the semester in which you plan to graduate, you must access Apply to Graduate, a link in your myWSU student center, at least one semester before the final oral examination is scheduled so that students can be notified of graduate requirements (to-do lists) before enrolling for their last semester. The fee associated with graduation must be paid prior to the final examination. If you do not graduate in the semester for which you applied, you must reapply for the degree. However, the fee is paid it carries over from semester to semester for one calendar year.

The semester prior to scheduling the final examination, you should review the Graduate School Deadlines and Procedures Summary (https://gradschool.wsu.edu/facultystaff-resources/18-2/). Reviewing the Summary at that time will allow you time to complete any deficiencies.

You should also obtain a copy of the Digital Dissertation and Thesis Guidelines (https://gradschool.wsu.edu/facultystaff-resources/18-2/). This document includes important information about the format of the dissertation title page, signature page, and abstract; copyright releases; submission of digital dissertations.

**Dissertation Submission and Binding**

After you pass the final oral examination, you have five (5) working days to submit your final corrected digital copy of the dissertation to UMI/Proquest. For information about the format of the dissertation, please refer to the digital Dissertation/Thesis Submission Guidelines that can be found on the Graduate School website (https://gradschool.wsu.edu/facultystaff-resources/18-2/).

Additionally, you must submit to the Graduate School one copy of the original signature page (in black ink), title page and abstract page. These pages must be on 100% cotton paper. You must also submit a Hold Harmless Agreement/Copyright Acknowledgement, Final Dissertation/Thesis Acceptance Checklist, and a completed Survey of Earned Doctorates (https://gradschool.wsu.edu/facultystaff-resources/18-2/). Each dissertation is placed on microfilm, so you must pay a microfilming fee. If you wish to copyright your dissertation, there is a copyright fee.

All students are required to submit one electronic (PDF) copy of the dissertation to the department, and a second copy (does not have to be on 100% cotton paper) to the committee chair (binding is optional and decided upon by the chair/advisor). Any additional copies submitted to the other committee members are up to the student’s advisor. Upon submission of the dissertation, students must complete an exit survey provided by the COE Assessment Office.

**Awarding of the Degree**

After you have completed the degree requirements for the doctorate and your student account is cleared, you will receive the diploma and be eligible to be hooded by your committee chair or designee at the next commencement.
Milestones for Successful Completion of Graduate Degree

The Graduate School website provides an overview of the process for completing the doctoral degree. Because the Graduate School updates the timeline each year to include specific deadline dates, see the Graduate School website (http://gradschool.wsu.edu/) for more information.

NOTE:

a. Submit completed scheduling form with approved examination date, hour and place to the Office of Graduate Education to be routed to Graduate School at least 10 working days prior to examination date.

b. It is strongly advised that the Apply to Graduate, a link in your myWSU student center, at least one semester before the final oral examination is scheduled so that students can be notified of graduate requirements (to-do lists) before enrolling for their last semester. You will be charged a Graduation Fee is a mandatory fee to help with printing and mailing of your diploma. If you are not able to defend the term you apply an updated Application of Degree is required, the graduation fee will carry over for two terms if you need to update your term of graduation.

c. Submit completed scheduling form (including approved examination date, hour and place) at least 10 working days in advance of the examination date. At the same deadline your dissertation draft must be uploaded to UMI/Proquest website (http://www.dissertations.wsu.edu). Although the Graduate School & UMI/Proquest checks the dissertation, this check does not constitute final acceptance as this check is for formatting issues only, content will be reviewed by your committee. A copy of the dissertation must be available in the department office for public inspection at least 5 working days prior to the final examination. The student must provide a copy of the dissertation to each member of the doctoral committee at least 10 working days before the committee members are asked to sign the scheduling form.

d. The final form of the dissertation should be turned in within five working days of successful completion of final oral examination and before final date designated.

e. Those who desire to graduate in May (or spring semester) and plan to attend commencement must have all degree requirements complete. Dissertations are due in the Graduate School by the date noted on the timetable.

Graduate Student Exit Survey

After you complete the final examination, complete the Graduate Student Exit Survey online (Office of Assessment will send you an email).
Financial Support

Teaching and Research Assistantship Appointments

The Department of Teaching and Learning has approximately 8-10 teaching assistant (TA) positions on the Pullman campus. These positions are competitive and are awarded primarily to graduate students with previous teaching experience in the United States. The department attempts to support graduate students for more than one year, so a limited number of TA appointments become available each year. TA appointments are half-time positions (20 hours/week) that come with a tuition waiver, monthly stipend, and health benefits. The department discourages additional employment while holding a TA appointment.

*Teaching assistantships* require full-time enrollment (i.e., minimum of 10 semester hours during the spring and fall terms). A TA typically teaches two courses each semester under the supervision of a faculty member and during the first semester of the assistantship must enroll in TCH LRN 527 Seminar in Teacher Education Instruction for one-credit. The course covers teaching and learning, inquiry, and professional issues.

*Research assistantships* (RA) may be available through funded projects. RA appointments require full-time enrollment and the RAs typically work under the direction of a faculty member. RA appointments include a tuition waiver, monthly stipend, and health benefits. In addition, other assistantship opportunities are available in other units on campus. Whenever possible the department will provide assistance in identifying possibilities for funding outside of the college.

To be considered for a TA or RA position, complete a graduate assistant application, available from the department and the COE Office of Graduate Studies ([http://education.wsu.edu/employment/assistants/](http://education.wsu.edu/employment/assistants/)) or the Graduate School’s website ([https://gradschool.wsu.edu/student-finance-page/](https://gradschool.wsu.edu/student-finance-page/)). At the time of appointment, you will receive a letter that delineates the specific responsibilities of the appointment.

College of Education Scholarships

Scholarships are available through the College of Education. Applications are available through University Scholarship Services in November and are due January 31st of the following year for the upcoming academic term. Awards range in dollar amounts with the average about $2000. For more information, contact the College of Education Scholarship Coordinator (509-335-7843) or visit the website ([https://education.wsu.edu/students/scholarships/](https://education.wsu.edu/students/scholarships/)).

Other Financial Aid

For additional financial aid information, contact the WSU Office of Student Financial Aid and Scholarship Services (509-335-9711) or visit the website ([http://www.finaid.wsu.edu](http://www.finaid.wsu.edu)).

Leave Guidelines

During the term of their appointments, all graduate assistants are expected to be at work each workday, including periods when the University is not in session (no classes being held) with the exception of the legal holidays designated by the Board of Regents. All University holidays are designated by the Board of Regents and are published in the WSU Announcements/Insider and posted on the Web ([http://www.hrs.wsu.edu/](http://www.hrs.wsu.edu/)). Graduate students on appointment do not earn annual leave or sick leave.
Business Policies

Checkout/Exit:

Before departure from WSU-COE, students must leave a forwarding address with the COE Office of Graduate Studies, return all keys and equipment to the main office, and consult with the advisor about the student’s research and office space.

College of Education Computer Lab:

The College of Education computer lab located in Cleveland Hall, room 63, is open to all graduate students when it is not being used for instruction. Contact the Information Systems staff to obtain a personal code to access the lab during non-working hours. There is also a computer lab in the Graduate Lounge (Cleveland Hall 70E) that can be used during weekdays.

Grievances:

If grievances arise, the student should discuss the problem with their chair and the LLT Program Coordinator. If additional consultation is needed, please consult the Department Chair or Unit Director, or as a final resort, the WSU Ombudsman. The WSU Ombudsman Office is in Wilson Hall, Room 2, phone (509) 335-1195.

Keys:

To obtain keys for assistantships, teaching, etc., check first with your department staff, then see Marie Reynolds in Cleveland Hall 168. There is no initial charge for the keys; however, in the event that they are lost or the student leaves the University without returning them, the student will be billed a $3.00 replacement fee per key. If the keys are not returned, transcripts may be held by the Registrar's Office. Security is the responsibility of everyone, so please assume responsibility for locking your office and lab doors after regular hours.

Mail:

Graduate student mailboxes for students on assistantships are located on the third floor of Cleveland Hall on the Department of Teaching and Learning side. Please check your mailbox regularly.

Mail sent and received at the University should be official correspondence only. Personal mail should be sent to and from your private residence. Business correspondence can be left in the department office for mailing. Letters and packages should not be stamped, and must have the correct departmental return address.
Photocopying:

The copy machine in Cleveland Hall 321 is to be used only for copying materials that are clearly related to a faculty research project or to copy course materials for the course in which the student is a TA. Multiple copies are discouraged. Scan large documents and provide those to students electronically. Graduate students may not use the departmental/COE copy machines to copy any personal material such as classroom notes, term papers, dissertations, books, theses, etc. When in doubt, consult your chair. Copy machines available for personal use on campus are located at Cougar Copies in the CUB.

Staff Assistance:

Graduate students may request secretarial assistance only in limited situations. Administrative Assistants will not type personal letters, class reports or similar materials for students. Typing of your dissertation is considered personal work. Students may request assistance with mailing or sending FedEx packages if they are clearly related to faculty-led research work. All requests for staff assistance should be coordinated with your dissertation chair.

Telephone:

WSU telephones are available for local calls. Most graduate student offices have telephones or one can be found nearby. Students should consult their chair or department office staff regarding authorization codes for long distance calls. In most cases, phones are restricted and an authorization code is required.

Dissertation Library:

The department maintains a thesis/dissertation library for graduates in Cleveland Hall 315.

Travel:

For liability and reimbursement purposes, all students must complete a Travel Authority form for any work-related trip they take that is outside of Pullman (or any other station for off-campus students). This and other forms are available in the Cleveland Hall 321. This form must be submitted, signed by the department chair, and initialed by your chair at least 21 days before a trip. In some circumstances, work-related travel advances may be obtained by submitting a request at least four weeks before the trip. Reimbursement for travel expenses is made by completing and submitting a Travel Expense Voucher within one week upon return. Only approved travel will be reimbursed.

Students are strongly urged to attend professional meetings; at times, the department may have funds to pay some travel expenses of students. Advisors may also use grant or project monies to pay partial travel expenses for graduate students attending meetings. The Graduate School disburses some grant-in-aid travel funds, which can be used for travel to professional meetings. Application forms for student travel grants may be obtained from the Graduate School. It is advisable to apply for a travel grant if you are presenting a quality paper at a professional meeting. In addition, space may be available in university vehicles or some faculty members may share travel expenses.
General Information

Department Offices

Washington State University Pullman
Department of Teaching & Learning
321 Cleveland Hall
Pullman, WA 99164-2132
Phone: (509) 335-6842
Fax: (509) 335-5046
education@wsu.edu

Washington State University Spokane
College of Education
PO Box 1495
Spokane, WA 99210-1495
Phone: (509) 358-7942
Fax (509) 358-7933
lagrutta@wsu.edu

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College of Education
2710 Crimson Way
Richland, WA 99354-1671
Phone: (509) 372-7396
hberry@tricity.wsu.edu

Washington State University Vancouver
College of Education
Undergraduate Building (VUB) 300
Phone: (509) 358-7942
Fax: (509) 358-7933
debarnett@vancouver.wsu.edu

Academic Coordinators

Washington State University Pullman
Office of Graduate Education
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Cleveland Hall 70
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Fax: (509) 335-9172
Email: gradstudies@wsu.edu

Kelly McGovern,
Director
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Email: mcgoverk@wsu.edu
Phone: 509-335-9195

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Academic Coordinator
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Spokane, WA 99210-1495
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Fax (509) 358-7933
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Email: hberry@wsu.edu

Washington State University Vancouver
Jennifer Gallagher,
Academic Coordinator
Undergraduate Building (VUB) 308
Phone: (360) 546-9075
Email: j.gallagher@wsu.edu
## Central Services, Facilities, and Resources

### Residency Requirements

[https://gradschool.wsu.edu/establishing-residency/](https://gradschool.wsu.edu/establishing-residency/)

### Email

[https://office365.wsu.edu](https://office365.wsu.edu)  Log in with your WSU NID and password

### Parking and Map

- **Pullman:** [https://transportation.wsu.edu/](https://transportation.wsu.edu/)  [https://transportation.wsu.edu/parking-maps/](https://transportation.wsu.edu/parking-maps/)  or [http://map.wsu.edu/](http://map.wsu.edu/)
- **Spokane:** [https://spokane.wsu.edu/facilities/parking/](https://spokane.wsu.edu/facilities/parking/)
- **Tri-Cities:** [http://tricities.wsu.edu/campusmaps/#top](http://tricities.wsu.edu/campusmaps/#top)
- **Vancouver:** [http://admin.vancouver.wsu.edu/parking/parking-services](http://admin.vancouver.wsu.edu/parking/parking-services)

### I-9 Forms


### W-4 Forms

- **U.S. Citizens:** [http://www.wsu.edu/payroll/taxes/completeW4.htm](http://www.wsu.edu/payroll/taxes/completeW4.htm)
- **Non U.S. Citizens:** [http://www.wsu.edu/payroll/nonUS/newInstIRSFormW4.htm](http://www.wsu.edu/payroll/nonUS/newInstIRSFormW4.htm)

### Tax Information

- **U.S. Citizens:** [http://payroll.wsu.edu/ppt/StudentTaxPresentation12.ppt](http://payroll.wsu.edu/ppt/StudentTaxPresentation12.ppt)
- **Non U.S. Citizens:** [https://payroll.wsu.edu/non-u-s-citizens/](https://payroll.wsu.edu/non-u-s-citizens/)

### Automatic Payroll Deposit

[https://payroll.wsu.edu/graduate-student-payroll-deduction/](https://payroll.wsu.edu/graduate-student-payroll-deduction/)

### Social Security Numbers

Significance and correction of an SSN and application pointers:
[http://www.wsu.edu/payroll/stntpay/sscardapppoint.htm](http://www.wsu.edu/payroll/stntpay/sscardapppoint.htm)

### Central Services and Facilities

**Student Services, including Health and Counseling Services**

- **Pullman:** [http://osae.wsu.edu/](http://osae.wsu.edu/)
- **Spokane:** [https://spokane.wsu.edu/studentaffairs/](https://spokane.wsu.edu/studentaffairs/)
- **Tri-Cities:** [https://tricities.wsu.edu/current-students/student-affairs/](https://tricities.wsu.edu/current-students/student-affairs/)
- **Vancouver:** [http://studentaffairs.vancouver.wsu.edu/](http://studentaffairs.vancouver.wsu.edu/)

**Libraries**

- **Pullman:** [http://www.wsulibs.wsu.edu/](http://www.wsulibs.wsu.edu/)
- **Spokane:** [https://spokane.wsu.edu/library/](https://spokane.wsu.edu/library/)
- **Tri-Cities:** [http://www.tricity.wsu.edu/Library/index.html](http://www.tricity.wsu.edu/Library/index.html)
- **Vancouver:** [http://library.vancouver.wsu.edu/](http://library.vancouver.wsu.edu/)

**Parking**

- **Pullman:** [http://transportation.wsu.edu/](http://transportation.wsu.edu/)
- **Spokane:** [https://spokane.wsu.edu/facilities/parking/](https://spokane.wsu.edu/facilities/parking/)
- **Tri-Cities:** [http://tricities.wsu.edu/admission/ visit](http://tricities.wsu.edu/admission/ visit)
- **Vancouver:** [https://www.vancouver.wsu.edu/campus-map-directions-and-parking-information](https://www.vancouver.wsu.edu/campus-map-directions-and-parking-information)
## Appendix A: LLT Doctoral Program Overview

<table>
<thead>
<tr>
<th>Coursework Phase</th>
<th>Preliminary Examination Phase</th>
<th>Dissertation Proposal Phase (referred to as the “D-1”)</th>
<th>Dissertation Research and Writing (Defense) Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Enroll every semester LLT 800 (1 credit min.)</td>
<td>● Enroll every semester LLT 800 (1 credit min.) OR ● Enroll LLT 800 (minimum of two credits the semester you take the preliminary exam)</td>
<td>● Enroll every semester LLT 800 (1 credit min.)</td>
<td>● Enroll every semester LLT 800 (1 credit min.) OR ● Enroll LLT 800 (minimum of two credits the semester you take the final exam)</td>
</tr>
<tr>
<td>● Review Doctoral Program Coursework (Appendix B)</td>
<td>● Meet with Committee (Discuss dissertation ideas)</td>
<td>● Meet with Committee (Discuss dissertation ideas)</td>
<td>● Meet with Chair and Committee (Develop schedule of completion. See Appendix C.)</td>
</tr>
<tr>
<td>● Choose Chair and Committee and develop a Program of Study (POS)</td>
<td>● Submit D-1 Scheduling Form (5 working days prior to meeting with committee)</td>
<td>● Submit D-1 Scheduling Form (5 working days prior to meeting with committee)</td>
<td>● Submit Dissertation Scheduling Form (must be approved by 10 working days prior to the exam)</td>
</tr>
<tr>
<td>● Submit POS to Graduate School by 3rd semester</td>
<td>● Defend D-1</td>
<td>● Defend D-1 If approved</td>
<td>Defend Dissertation</td>
</tr>
<tr>
<td><strong>Required Graded Credits:</strong></td>
<td>1. <em>Publishable paper and oral defense.</em></td>
<td></td>
<td>● Final oral examination is primarily a defense of the dissertation but may also cover the general fields of knowledge pertinent to the degree.</td>
</tr>
<tr>
<td>LLT Specialization (18 credits)</td>
<td>2. <em>Critical synthesis of research, theory, and practice, and oral defense.</em></td>
<td></td>
<td>● The examination lasts approximately 2-2.5 hours. The examining committee shall include your doctoral committee and any other members of the faculty.</td>
</tr>
<tr>
<td>LLT 586</td>
<td>3. <em>Intensive and prompted response and oral defense.</em></td>
<td></td>
<td>● Your committee chair will be responsible for conducting the final examination. The examination is open to the public. All members of your doctoral committee must attend and vote.</td>
</tr>
<tr>
<td>TCH LRN 511</td>
<td>4. <em>Alternative comprehensive product.</em></td>
<td></td>
<td>● A minimum of three-fourths of those voting must vote to pass you. In the event of a failed final examination, a second and last attempt may be scheduled, at the request of the major department, after a lapse of at least three months. There is no automatic right to a second defense.</td>
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<tr>
<td>TCH LRN 550</td>
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<td>TCH LRN 562</td>
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<td>TCH LRN 570</td>
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<tr>
<td>TCH LRN 582</td>
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<tr>
<td><strong>Research Core (12 credits)</strong></td>
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<tr>
<td>ED RES 562</td>
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<td>ED RES 563</td>
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<td>ED RES 564</td>
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<td>ED RES 565</td>
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<tr>
<td><strong>Electives (4 credits)</strong></td>
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<td>(See Appendix B)</td>
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<tr>
<td><strong>Non-Graded Credits:</strong></td>
<td></td>
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<tr>
<td>LLT 800 (20 credits)</td>
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<tr>
<td><strong>Additional Credits:</strong></td>
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<tr>
<td>Prerequisite Research Courses</td>
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<tr>
<td>ED_PSYCH 505 – or equivalent</td>
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</tr>
<tr>
<td>ED_PSYCH 508 – or equivalent</td>
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<tr>
<td><strong>Highly Recommended</strong></td>
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<tr>
<td>ED_AD 536: Introduction to Qualitative Research in Education</td>
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<tr>
<td>ED RES 571: Dissertation Prep</td>
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</tr>
</tbody>
</table>
Appendix B: LLT Doctoral Program Coursework

Doctoral Program of Study Total Credits: (Minimum requirements: 72 credits)

Required Graded Coursework: (Minimum requirements: 34 credits)

Note: Please check the schedule regarding which semester the courses are offered on each campus.

**LLT Specialization Core** (Minimum requirements: **18 credits**)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>LLT 586</td>
<td>Seminar in LLT (1) enroll 3x</td>
<td>3</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>TCH LRN 511</td>
<td>Theoretical Foundations of Education Research (3)</td>
<td>3</td>
<td>Fall even years</td>
</tr>
<tr>
<td>TCH LRN 550</td>
<td>Second Language Learning and Literacy (3)</td>
<td>3</td>
<td>Fall odd years</td>
</tr>
<tr>
<td>TCH LRN 562</td>
<td>Foundations of Literacy (3)</td>
<td>3</td>
<td>Spring odd years</td>
</tr>
<tr>
<td>TCH LRN 570</td>
<td>Theory and Research in Electronic Literacies (3)</td>
<td>3</td>
<td>Spring</td>
</tr>
<tr>
<td>TCH LRN 582</td>
<td>Academic Writing (3)</td>
<td>3</td>
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</tr>
</tbody>
</table>

Note: Only incoming LLT students should enroll in the LLT 586 Fall semester. All LLT students can enroll in LLT 586 Spring semester.

**Advanced Research Core** (Minimum requirements: **12 credits**)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Semester</th>
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</thead>
<tbody>
<tr>
<td>ED RES 562</td>
<td>Epistemology (3)</td>
<td>3</td>
<td>Fall*</td>
</tr>
<tr>
<td>ED RES 563</td>
<td>Principles of Research (3)</td>
<td>3</td>
<td>Fall, Spring*</td>
</tr>
<tr>
<td>ED RES 564</td>
<td>Qualitative Research Literature (3)</td>
<td>3</td>
<td>Fall, Spring*</td>
</tr>
<tr>
<td>ED RES 565</td>
<td>Quantitative Research (3)</td>
<td>3</td>
<td>Fall, Spring*</td>
</tr>
<tr>
<td>ED_PSYCH 505</td>
<td>Research Methods (3) or equivalent</td>
<td>3</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>ED_PSYCH 508</td>
<td>Educational Statistics (3) or equivalent</td>
<td>3</td>
<td>Fall, Spring, Summer</td>
</tr>
</tbody>
</table>

Prerequisites for Advanced Research Core (if needed)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED_PSYCH 505</td>
<td>Research Methods (3) or equivalent</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ED_PSYCH 508</td>
<td>Educational Statistics (3) or equivalent</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Note: The prerequisites EdPsy 505 and EdPsy 508 may need to be taken in addition to the 12 credits of advanced research core listed above.

**Electives** (Minimum requirements: **4 credits**)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCH LRN 501</td>
<td>Bilingual / ESL Education</td>
<td>3</td>
<td>Fall, Spring*</td>
</tr>
<tr>
<td>TCH LRN 504</td>
<td>Advanced Study in Linguistics for Educators (3)</td>
<td>3</td>
<td>TBD</td>
</tr>
<tr>
<td>TCH LRN 509</td>
<td>Research in Curriculum and Assessment for Bilingual/ESL Education (3)</td>
<td>3</td>
<td>Spring*</td>
</tr>
<tr>
<td>TCH LRN 510</td>
<td>Theoretical Foundations of Bilingual/ESL Education (3)</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>TCH LRN 514</td>
<td>Methods and Materials for Bilingual/ESL Education (3)</td>
<td>3</td>
<td>Fall, Spring*</td>
</tr>
<tr>
<td>TCH LRN 516</td>
<td>Advanced CALL (3)</td>
<td>3</td>
<td>Spring*</td>
</tr>
<tr>
<td>TCH LRN 518</td>
<td>Integrating Technology in the Curriculum (3)</td>
<td>3</td>
<td>Spring*</td>
</tr>
<tr>
<td>TCH LRN 519</td>
<td>Instructional Media Production I (3)</td>
<td>3</td>
<td>Fall*</td>
</tr>
<tr>
<td>TCH LRN 528</td>
<td>Literacy within the Disciplines (3)</td>
<td>3</td>
<td>TBD</td>
</tr>
<tr>
<td>TCH LRN 546</td>
<td>Teaching Writing (3)</td>
<td>3</td>
<td>TBD</td>
</tr>
<tr>
<td>TCH LRN 549</td>
<td>Communicating in a Multilingual Society (3)</td>
<td>3</td>
<td>Spring</td>
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<tr>
<td>TCH LRN 551</td>
<td>Psychology of Reading (3)</td>
<td>3</td>
<td>TBD</td>
</tr>
<tr>
<td>TCH LRN 544</td>
<td>Advanced Children’s Literature (3)</td>
<td>3</td>
<td>Fall</td>
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<tr>
<td>TCH LRN 553</td>
<td>Assessment and Instruction for Reading K-12 (4)</td>
<td>3</td>
<td>TBD</td>
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<tr>
<td>TCH LRN 554</td>
<td>Sociolinguistics (3)</td>
<td>3</td>
<td>TBD</td>
</tr>
<tr>
<td>TCH LRN 558</td>
<td>Improving Reading Comprehension (3)</td>
<td>3</td>
<td>TBD</td>
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<tr>
<td>TCH LRN 567</td>
<td>Sociocultural Foundations of Language and Literacy (3)</td>
<td>3</td>
<td>TBD</td>
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<tr>
<td>TCH LRN 568</td>
<td>Psychological Foundations of Language and Literacy (3)</td>
<td>3</td>
<td>TBD</td>
</tr>
<tr>
<td>TCH LRN 569</td>
<td>Critical Analysis of Children’s &amp; Young Adult Literature (3)</td>
<td>3</td>
<td>TBD</td>
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<tr>
<td>TCH LRN 573</td>
<td>Theory and Research in CALL (3)</td>
<td>3</td>
<td>Spring, even years</td>
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<tr>
<td>ED AD 518</td>
<td>Media Literacy and Educational Technology (3)</td>
<td>3</td>
<td>Spring*</td>
</tr>
</tbody>
</table>
ED RES 571  Dissertation Preparation (3) highly recommended  Fall
SPEC ED 595  Universal Design (3)  Fall odd years
XXX_XXX  Other courses approved by program committee

Required Non-Graded Coursework: (Minimum requirements: 20 credits)

Dissertation Credits (Minimum requirements: 20 credits)
LLT 800  Doctoral Research, Dissertation, and/or Examination (V)
Enroll in at least 1 credit per semester.
Enroll in at least 2 credits when taking the final examination.
Fall, Spring

Non-Graded Electives (Optional)
TCH LRN 527  Seminar in Teacher Education Instruction (V) required for TAs
and by interview only
Fall, Spring
TCH LRN 590  Internship (3) by interview only
Fall, Spring
TCH LRN 600  Special Projects or Independent Study (V) by interview only
Fall, Spring
XXX_XXX  Other courses approved by program committee
TBD

LLT Doctoral Credit Overview

<table>
<thead>
<tr>
<th></th>
<th>Credits</th>
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<tbody>
<tr>
<td>Graded Credits (34 credits)</td>
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</tr>
<tr>
<td>LLT Core Courses</td>
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<tr>
<td>Research Courses</td>
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<tr>
<td>Elective Courses</td>
<td>4</td>
</tr>
<tr>
<td>Additional Credits (38 credits)</td>
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</tr>
<tr>
<td>Graded and/or Non-Graded Electives</td>
<td>18</td>
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<tr>
<td>Dissertation credits</td>
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</tr>
<tr>
<td>Total Credits</td>
<td>72</td>
</tr>
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</table>

Coursework approved by the faculty on: August 25, 2017

Pathway to Endorsement or Certificate:

Endorsement or Certificate in English Language Learners

<table>
<thead>
<tr>
<th>Required Coursework (15 credits)</th>
<th>Elective coursework (3 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCH LRN 501</td>
<td>TCH LRN 504</td>
</tr>
<tr>
<td>TCH LRN 509</td>
<td>TCH LRN 516</td>
</tr>
<tr>
<td>TCH LRN 514</td>
<td>ED AD 519</td>
</tr>
<tr>
<td>TCH LRN 510</td>
<td></td>
</tr>
<tr>
<td>TCH LRN 549</td>
<td></td>
</tr>
</tbody>
</table>

Certificate in Education Technology Across the Curriculum

<table>
<thead>
<tr>
<th>Required Coursework (9 credits)</th>
<th>Elective coursework (6 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCH LRN 516</td>
<td>TCH LRN 570</td>
</tr>
<tr>
<td>TCH LRN 518</td>
<td>TCH LRN 573</td>
</tr>
<tr>
<td>TCH LRN 519</td>
<td>ED AD 518</td>
</tr>
<tr>
<td></td>
<td>SPEC ED 595</td>
</tr>
</tbody>
</table>
Appendix C: Dissertation Timeline Considerations

The dissertation needs to be approved by the chair of your committee as well as all committee members before you begin working on the dissertation. After the Dissertation Proposal (D-1) has been approved, you can begin working on the dissertation. The timelines for these vary depending on the type of research or scholarship you undertake.

As you progress through the dissertation, you should be meeting with your chair to inform him/her of your accomplishments, and also to problem-solve any challenges encountered along the way. The chair and committee members are there to provide expertise, support, and advice throughout the dissertation.

When you have developed written drafts of chapters/sections of the dissertation, those should be shared first with your chair. When the drafts of those chapters/sections are in a quality form, you may share those drafts with committee members to obtain their feedback. You should discuss the committee members’ feedback with your chair before revising the chapters/sections.

As you share chapters/sections of the dissertation with your chair, typically the timeline looks like this:

1. Draft 1 of chapters/sections to chair.
2. Draft 1 returned to you 2 weeks (14 days) after chair receives it.
4. Draft 2 returned to you 2 weeks after chair receives it.
5. Draft 3 to chair: You edit/revise.
6. Draft 3 returned to you 2 weeks after advisor chair receives it
   (This drafting/revising may continue through several additional cycles.)

Your chair will let you know when your draft is at a quality level and can be shared with your committee members. A similar timeline for working with your committee members would then follow:

1. Draft 1 of chapters/sections to your program committee members
2. Draft 1 returned to you 2 weeks after the members receive it

Before revising the draft per the committee members’ suggestions, consult with your chair.

3. Draft 2 to program committee members
4. Draft 2 returned to you 2 weeks after members receive it
   (This drafting/revising may continue through several additional cycles.)

After the last draft/revise cycle, you will want to share the revised chapters/sections with your chair. The chair will review the draft within two weeks of you submitting it to him/her. More edits and revisions may be needed per the advisor’s/chair’s suggestions. The resulting draft would again be shared with the committee members, who may also suggest edits/revisions. This cyclical process will continue until you have a quality draft of your dissertation. Some students need 5-10 draft cycles to reach a quality draft of the dissertation. (If you need 5 draft cycles that is a minimum of 10 weeks of reading/revising time and does not include your revision/editing time, so planning accordingly is important for staying within the timeline.)

When the chair feels you are ready, he/she will tell you that you can now schedule your defense. You and your chair will propose dates to the committee for the final defense. When a date is chosen, you will work with the Department staff to identify a room for the defense. The date, time, and location are then written
on the scheduling form. Each committee member, and the chair must sign the form. You obtain their
signatures for the form and simultaneously give the members a copy of your quality draft.

Submit the signed scheduling form to the Graduate Studies office in Cleveland Hall at least 13 working
days before your presentation/final defense. The Coordinators will copy it for your file and submit the
form to the Graduate School (at least 10 working days before the presentation/defense). We recommend
that you plan to submit the signed scheduling form to the Graduate Studies office in Cleveland Hall with
plenty of days to spare – you can submit the form before the 10-day limit.

You must be enrolled in Final Examination credits during the semester in which you present your
dissertation, LLT 800 (minimum 2 credits).

Sample Timeline for a Spring Defense/Presentation
November 1: First draft to chair*
November 15: Draft 1 returned to you
December 2: Draft 2 returned to you
December 16: Draft 3 to chair
January 3: Draft 3 returned to you
January 17: Draft 4 to committee members
January 31: Draft 4 returned to you

Consult with chair

February 7: Draft 5 to committee members
February 21: Draft 5 returned to you

Consult with chair

March 7: Draft 6 to chair
March 21: Draft 6 to you

Consult with your chair.

The quality level of the draft may have been met at this point. The chair may direct you to send the
quality final draft to the committee.

March 28: Begin asking committee members for dates of availability for the presentation of the Special
Dissertation
April 14: Completed Scheduling Form to Graduate Studies Office in Cleveland Hall
April 17: Scheduling Form received in the Graduate School
April 25: Presentation of Dissertation

Students should work with their advisors/chairs to establish a timeline like this for finishing their
dissertations. If students hope to present/defend their dissertations in the summer term, they should
consult with their advisors/chairs. Some faculty are not available in the summer, so finishing a
dissertation in the summer may not be possible. Given the timeline examples above, you and your chair
may feel that you cannot accomplish a quality draft quickly enough to defend/present during summer
term.
This timeline assumes that you had proposed your dissertation idea to your chair (after extensive discussion with your chair) and committee members several months earlier, and your proposal was approved. That is, the student would have discussed dissertation ideas and had a proposal meeting with his/her committee by the previous May (or earlier depending on the type of research conducted). The time between May and November 1st would have been spent conducting the dissertation research and writing the first draft of the chapters.