

STUDENT HANDBOOK DOCTORATE DEGREE

DEPARTMENT OF TEACHING AND LEARNING



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Welcome from the Department Chair

I would like to take this opportunity to welcome you to the Department of Teaching and Learning graduate program. We conduct rigorous admissions processes, so your admission to the Department graduate program means that you are one of the best of the best! Congratulations!

We have extremely talented and knowledgeable faculty in the Department. The faculty are both excellent teachers and superb researchers. They are deeply connected to the K-12 public school system, and also active contributors to the 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., professional development for teachers, science and math education teacher workshops, programming for students with disabilities) and some that is community-based (e.g., sustainability, leadership camps for Native American youth, support for parents with children who have Autism). You have access to these faculty and their projects through course work and advising structures. Seek out faculty with whom you want to work with and learn from. We encourage you to take advantage of this invaluable resource.

Please read through this handbook. 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 because those are your responsibility as a student to adhere to.

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 Department of Teaching and Learning welcome you to the graduate program and offer their assistance throughout your program.

Darcy Miller, PhD
Chair of the Department of Teaching and Learning

Introduction

Congratulations on your admission to the doctoral degree programs 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. 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 <http://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 and the Graduate School website: <http://gradschool.wsu.edu/current-students/formsfordegree.html>. Some of the forms contained in the appendices of this document have been reformatted to fit this handbook and, therefore, should not be copied for official use.

General Information

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College of Education
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Richland, WA 99354-1671
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Washington State University-**Vancouver**
College of Education
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Academic Coordinators

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College of Education
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Academic Coordinator
Undergraduate (VUB) 308
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Email: molly.burns@vancouver.wsu.edu

Email

<http://email.wsu.edu/outlooklive.html>

Central Services and Facilities

Student Services, including Health and Counseling Services

Pullman: <http://osae.wsu.edu/>

Spokane: <http://spokane.wsu.edu/students/current/studentaffairs/>

Tri-Cities: <http://www.tricity.wsu.edu/student-affairs/index.html>

Vancouver: <http://studentaffairs.vancouver.wsu.edu/>

Libraries

Pullman: <http://www.wsulibs.wsu.edu/>

Spokane: <http://spokane.wsu.edu/academics/library/>

Tri-Cities: <http://www.tricity.wsu.edu/Library/index.html>

Vancouver: <http://library.vancouver.wsu.edu/>

Parking

Pullman: www.parking.wsu.edu

Spokane: <http://spokane.wsu.edu/aboutWSUSpokane/Visiting/Parking/>

Tri-Cities: <http://www.tricity.wsu.edu/parking/>

Vancouver: <http://admin.vancouver.wsu.edu/parking/parking-services>

Maps

Pullman campus: <http://map.wsu.edu/>

Spokane campus:

<http://spokane.wsu.edu/aboutWSUSpokane/Visiting/campusMap.html>

Tri-Cities campus: <http://www.tricity.wsu.edu/admission/contact/campusmap.html>

Vancouver campus: <http://www.vancouver.wsu.edu/community/campus-map-directions-and-parking-information>

I-9 Forms

WSU employs only U.S. citizens and aliens who are authorized to work in the U.S. in compliance with the Immigration Reform and Control Act of 1986.

<http://www.wsu.edu/forms2/ALTPDF/BPPM/60-04.pdf>

W-4 Forms

U.S. Citizens: <http://www.wsu.edu/payroll/taxes/completeW4.htm>

Non U.S. Citizens: <http://www.wsu.edu/payroll/nonUS/newInstIRSFormW4.htm>

Tax Information

U.S. Citizens: www.wsu.edu/payroll/ppt/StudentTaxPresentation12.ppt

Non U.S. Citizens: <http://ip.wsu.edu/global-services/tax-info.html>

Automatic payroll deposit

<http://www.wsu.edu/studacct/directdeposit.htm>

Social Security Numbers

Significance and correction of an SSN: <http://www.wsu.edu/forms2/ALTPDF/BPPM/55-05.pdf>

Use of an SSN on forms:

http://public.wsu.edu/~forms/HTML/BPPM/90_Records/90.78_Use_of_Social_Security_Number_on_Forms.htm

Application pointers: <http://www.wsu.edu/payroll/stntpay/sscardappoint.htm>

Academic Requirements, Policies, and Procedures

Degree Options & Requirements

The Department of Teaching and Learning 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 to prepare individuals for research and scholarship positions at major universities and other research institutions

The Ph.D. requires at least 72 credit hours of study and has specializations in Cultural Studies and Social Thought in Education, Language, Literacy and Technology, Mathematics and Science Education, and Special Education. The Ph.D. programs consist of graded and non- graded coursework and must include a minimum of 34 semester hours of graded credit beyond the bachelor's degree. The Ph.D. programs require a minimum of 20 semester hours of Doctoral Research, Dissertation, and/or Examination (TCH_LRN 800).

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>. 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 you have completed this training, you will receive email confirmation of your 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. We must report the date of completion. 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 Kris Boreen (533-7618, kboreen@wsu.edu), Patty Iulo (335-5165, patiulo@wsu.edu) or Dave Clark, Director, Office of Research Compliance (335-1585, drclark@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 you with your initial selection of course work. It is your responsibility to contact your temporary advisor as soon as possible after admission to the Department. The temporary advisor serves only until you are ready to select a doctoral degree program committee and permanent advisor. The chair of that committee becomes your permanent advisor (see below). If you wish to change temporary advisors, complete the [Change of Temporary Advisor](#) form.

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 in the Office of Graduate Studies and at the department website (<http://education.wsu.edu/tl/faculty/>), 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 specialization you intend to pursue.

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 form (found at (<http://www.gradschool.wsu.edu/Forms/>)) 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 course work for your program of study. The courses are 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 bachelor's degree. The core should include the most advanced courses

appropriate for the field of study listed in the Graduate Study Bulletin or approved for graduate credit subsequent to the printing of the bulletin.

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 (TCH_LRN 600, SpEd 600) and Doctoral Research, Dissertation, and/or Examination (TCH_LRN 800) credits you plan to take, as well as courses taken on an S/F basis. You must enroll in TCH_LRN 800 in the semesters in which you take your Preliminary Examination (sometimes referred to as the comprehensive examination) and work on your dissertation. Your program must include at least 20 credits of TCH_LRN 800.

The Program of Study must be typed and circulated to the faculty members you asked to serve on your doctoral committee. Staff in the COE Office of Graduate Studies can assist you with obtaining signatures; however, it is your responsibility to insure 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 the major degree-granting unit, 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.

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 Change of Program form to the COE Office of Graduate Studies (<http://www.gradschool.wsu.edu/Forms/>). Changes must be approved by your committee chair/advisor, the chair of the major department, and if applicable, the chair of the minor department. After approval at the departmental level, the form is forwarded to the Graduate School.

To request a change in committee membership, submit a completed and signed Committee Change form (<http://www.gradschool.wsu.edu/Forms/>) 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 chairs of the major and, if applicable, minor departments for approval. If approved at the department level, the form is forwarded to the Graduate School for approval.

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 Office of Graduate Studies coordinates this review by sending progress review (Appendix A) forms to your permanent advisor. After your permanent advisor completes and signs the review form, it is sent to you for a signature. The Office of Graduate Studies submits a copy of the signed report to you. The review includes an assessment of progress towards the degree and your GPA. Your advisor may request a meeting with you to discuss your progress.

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 policy go to the Graduate School Policy and Procedures at: <http://www.gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/>.

Graduation Checklist: Application for Doctoral Degree, Deadlines and Procedures Summary, and Information for Committee Members and Students Planning Final Examinations

The semester prior to during which you plan to graduate; you should file an Application for Graduate Degree (available at: <http://www.gradschool.wsu.edu/Forms/>). The fee associated with the Application for Degree 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 only once and carries over from semester to semester until you graduate or for one calendar year.

The semester prior to scheduling the final examination, you should review the Graduate School Deadlines and Procedures Summary (available at <http://www.gradschool.wsu.edu/Forms/>). 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 (available at <http://www.gradschool.wsu.edu/Forms/>). This document includes important information about the format of the dissertation title page, signature page, and abstract; copyright releases; submission of digital dissertations.

Thesis/Dissertation Submission and Binding

After you pass the final oral examination, you have ten (10) working days to submit a digital copy of the dissertation to the Graduate School. This must occur prior to the scheduled end of the semester. For information about the format of the dissertation, please refer to the Digital Dissertation and Thesis Guidelines that can be found on the Graduate School website. As of fall 2008, all dissertations must be submitted digitally to the Graduate School.

Additionally, you must submit to the Graduate School one copy of the original signature page (in black ink), title page and abstract page. This copy must be on 100% cotton paper. You must also submit a Copyright Acknowledgement/Final Dissertation Acceptance Checklist (includes Hold Harmless/Copyright Acknowledgement form), a Dissertation Agreement form, and a completed and signed Survey of Earned Doctorates (available at <http://www.gradschool.wsu.edu/Forms/>). 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 bound copy (does not have to be on 100% cotton paper) of the dissertation to the department, and a second copy 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 individual faculty/student.

Students have ten (10) working days after their final defense to submit the bound copies of their dissertation to the department and their committee chair. The departmental copy must be submitted to the COE Office of Graduate Studies by this time. Upon submission of the dissertation, students must complete an exit survey provided by the Office of Graduate Studies.

For more information see:

<http://www.gradschool.wsu.edu/Documents/PDF/DissertationAndThesisGuidelines.pdf>.

Awarding of the Degree

After you have completed the Application for Doctoral Degree and all requirements for the doctorate, you will receive the diploma and be hooded by your committee chair or designee at the next commencement.

Continuation for Another Degree

To continue for another degree you should contact the Office of Graduate Studies. A form must be filed for any of the following situations:

- Completed MA and continuing for a PhD in the same department.
- Not completing a PhD and continuing for a MA in the same department.
- Not completing a graduate degree and continuing as an undergraduate.

New Application: Continuing a graduate degree program in a different department.

Milestones for Successful Completion of Graduate Degree

The following table, adapted from the Graduate School website, provides an overview of the process for completing the doctoral degree. Because the Graduate School updates the table each year to include specific deadline dates, the days and years in the following table have been replaced by letters. The table is followed by a detailed description of the procedures listed here. See the Graduate School website (<http://gradschool.wsu.edu/>) to get more information.

Procedure	Under the Direction of	Date	
Obtaining an Advisor	Check with chair of major department/program	As soon as possible after admission to Graduate School	
Submission/Approval of program of study	Advisor & chair of major department/ program/Associate Dean of the Graduate School An email confirming approval is sent to the major department & student	03-xx-201x	Summer 201x
		06-xx-201x	Fall 201x
		10-xx-201x	Spring 201x
		03-xx-201x	Summer 201x
Scheduling of preliminary examination ^a	Chair of the major and minor departments and Associate Dean of the Graduate School	After approval of program of study and completion of a substantial portion of the program	
Preliminary examination	Graduate Faculty of major and minor departments and Representative of the Graduate Studies Committee	At least four months prior to final oral examination	
Application for degree ^b	Associate Dean of the Graduate School	03-xx-201x	Summer 201x
		06-xx-201x	Fall 201x
		10-xx-201x	Spring 201x
		03-xx-201x	Summer 201x
Payment of Graduation fee (\$50.00)	Controller (Cashier's Office, French Administration Building) Keep Receipt	Before date of final examination	
Scheduling of final examination and ballot meeting ^c	Associate Dean of the Graduate School	04-xx-201x	Spring 201x
		07-xx-201x	Summer 201x
		11-xx-201x	Fall 201x
		04-xx-201x	Spring 201x
Final Oral Examination	Doctoral Committee, Graduate Faculty, Representative of the Graduate Studies Committee, Chair of Major Department, Associate Dean of the Graduate School	04-xx-201x	Spring 201x
		07-xx-201x	Summer 201x
		11-xx-201x	Fall 201x
		04-xx-201x	Spring 201x
Final Acceptance of archival manuscript and one copy of approved thesis ^d	Graduate School	05-xx-201x	Spring 201x
		07-xx-201x	Summer 201x
		12-xx-201x	Fall 201x
		05-xx-201x	Spring 201x

NOTE:

- a. Submit completed scheduling form with approved examination date, hour and place to the Graduate School at least 10 working days prior to examination date.
- b. It is strongly advised that the Application for Degree be submitted 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. A new Application of Degree is required if final oral is not taken during current semester of application.
- c. Submit completed scheduling form (including approved examination date, hour and place) and a copy of the dissertation to the Graduate School Office at least 10 working days prior to examination date. It is required that a copy of the dissertation be cleared by the Graduate School for compliance of format at the time of scheduling the final examination. 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. For 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 **May xx, 201x**.

Graduate Coursework

General Overview

The Doctor of Philosophy in Education is a research degree program that consists of a minimum of 72 credits, with specializations that include: Language and Literacy Education, Mathematic/Science Education, Cultural Studies and Social Thought in Education, or Special Education. The program consists of a minimum of 34 graded credits and a minimum of 20 credits of TCH_LRN 800. The remaining credits may include graded and non-graded course work relevant to the doctoral program. In collaboration with the advisor/committee chair and other committee members, each student designs his/her doctoral Program of Study. The committee must approve the program, which is formalized by submitting the completed Program of Study form to the department chair and Graduate School. The requirements vary by specialization.

Research Core (17 credit minimum)

All doctoral programs require completion of the College's research core. Changes and/or substitutions must be approved by the department chair. Note that prerequisites to the following courses are not considered advanced research courses. The prerequisites (e.g., EdPsy 505, EdPsy 508) may need to be taken in addition to the 12 credits of advanced research.

Course Number	Course Name	Credit
EdRes 562	Epistemology and Inquiry in Educational Research	(3)
EdRes 563	Principles of Doctoral Research	(3)
EdRes 564	Qualitative Methods	(3)
EdRes 565	Advanced Statistical Analyses and Quantitative Research	(3)
<i>One or two additional 3 credit Advance Research Methods Courses (approved by Advisor)</i>		

See Appendix B for course work in specializations in Language and Literacy Education, Mathematic/Science Education, Cultural Studies and Social Thought in Education, and Special Education.

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 a 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 <http://www.gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/>.

Transfer Credit and Credit Restrictions

The number of transfer credits allowed for a doctoral program is subject to departmental recommendation and 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 advisor/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 5E or Special 8 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 your advisor/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 advisor/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.

Endorsement Information

Students wishing to add an endorsement to their teacher certification must apply to the WSU endorsement programs. After all course work and testing requirements are met, students submit a separate application to have the endorsement added to their teaching certificate. More information and applications can be found on the Student Service website:

<http://education.wsu.edu/student-services/endorsements/>

Preliminary Examination Written and Oral Assessment (also referred to as the Comprehensive Examination)

Overview of 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 advisor/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.*** This product may stem from a paper drafted from research data or from the content across several courses. A timeline will be established for this option. After the paper is received and reviewed by the advisor/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 advisor/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 advisor/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 to questions posed by the advisor/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 advisor/chair and committee that describes an alternative examination product.

Oral Component and Balloting

After all committee members have had the opportunity to read the written component of the examination, the oral component is scheduled. 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, the Office of Graduate Studies will notify you in writing regarding the results. You are also free to contact your advisor/chair after the ballot meeting to receive and 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.

Thesis/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 advisor/chair and committee members may have specific requirements regarding the format. Discuss the format options with your advisor/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 (TCH_LRN 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 D1 is at minimum 8-10 double-spaced, typed pages in length. However, quite often, the committee may want to see a more in-depth review of the literature relevant to your topic of research and some committees may require a draft of the first three chapters of the dissertation. 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 advisor/chair and schedule a meeting to obtain feedback. Your advisor/chair's feedback should be used to revise and clarify the D1. When you and your advisor/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).

Development of a Dissertation Proposal (D1)

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 (TCH_LRN 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 advisor/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 (available at <http://education.wsu.edu/students/graduate/index.html>; see Appendix C). 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 is open to the public. 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 (available at:

<http://education.wsu.edu/students/graduate/index.html>; see Appendix D):

- (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 (APA Quick Guide is available at <http://www.wsulibs.wsu.edu/quickguides/apa>). While you will develop the format for the proposal with your advisor/chair, the proposal typically addresses in greater detail most or all of questions addressed in the abstract and consists of the following chapters:

Chapter I, Introduction (or Statement of Problem): This chapter provides a clear and concise view of what is to be studied and why. The phenomenon under study should be described, along with a brief analysis of the manner in which this phenomenon has been addressed in the extant literature. If hypotheses are to be tested, they can be stated in conceptual terms, as opposed to formal null or alternative hypotheses. Note that this chapter does not provide a complete literature review. In addition to the research questions/hypotheses and analysis of how the phenomenon has been addressed in the literature, you should provide a brief overview of your research methodology and the implications of your proposed research.

Chapter II, Review of the Literature: The structure of the literature review chapter will vary according to your topic and the approach you take to justify, based on the extant literature, your research questions. Your committee may have a specific format they wish you to follow. The review is a well-integrated document in which material is organized logically under headings and subheadings, consistent with the APA Publication Manual format. The review is selective. It does not include material unrelated to the research questions. Summary tables of relevant research are often appropriate. A good review identifies the theories, primary research findings, adequately and inadequately documented conclusions, needed research, and implications of findings for theory and practice. Views and findings are more often restated, paraphrased, and summarized rather than quoted. The review concludes with an explicit statement of the research hypotheses or questions that will be addressed in the proposed study. These statements should be logically derived from the body of research presented in the literature review.

Chapter III, Methodology: The material in this chapter will vary depending on the nature of your proposed study. In general, the chapter should provide detailed information about the participants (who), procedures (how, when, where), data (what), and results (data analysis). Topics may include:

1. Operational definitions.
2. Characteristics of participant(s). Provide a complete description of the participants, including the number of participants, how they will be selected, and the participant characteristics that are important to the study (e.g., age, gender, experience, education level). Completed IRB forms should be attached.
3. Research design. If it's an ethnographic study, for example, describe your approach (e.g., participant-observer) and elaborate on what that will mean. For a quantitative study, describe the type of research (e.g., quasi-experimental), experimental and control groups, dependent and independent variables, and research design (e.g., post-test comparison of randomly selected control and experimental groups).
4. Instrumentation. Include a detailed description of any data collection instruments and/or procedures, including, if relevant, information about their validity and reliability. If you develop a new instrument, provide details about how you will develop the instrument, including, if relevant, how you will assure the instrument is valid and reliable (for example through a pilot study). Instruments that are not commonly known should be appended to your proposal.

5. Apparatus. Thoroughly describe any equipment to be used in the conduct of the study.
6. Materials. Give a complete description or provide examples of any materials to be used in the study (e.g., written scenarios to which participants will respond, curriculum materials, interventions)
7. Procedures. Provide a step-by-step description of how you will conduct the study. This should incorporate and tie together the other elements of the methodology (i.e., participants, research design, instrumentation, etc.).
8. Analysis. Describe in detail how you will analyze the data. It's insufficient to simply state an analytic method (e.g., constant comparative method or ANOVA). Instead, indicate which data, including subsets of data, will be subjected to which analytic method and how the results relate to specific research questions.

Human Subjects Form

After approval of the D-1 and prior to any data collection, you must obtain WSU Institutional Review Board (IRB) approval to conduct research involving human subjects. The IRB letter of approval must be submitted to your advisor/chair and the COE Office of Graduate Studies before you commence data collection. You must also attach a copy of the approval letter to your Dissertation/Thesis Acceptance/Final Examination scheduling form. 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 at the Office and Grants and Research Development (OGRD) website: (<http://www.ogrd.wsu.edu/Forms.asp>) or you can obtain the form at the OGRD office on the fourth floor of Neill Hall. The IRB form must be signed by the advisor/chair of your committee and the department chair before it is sent to OGRD. Review of the request generally takes 5-10 days, at which time OGRD will inform you by letter as to whether your research is approved or not, or if additional forms are needed.

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—the three described in the previous section plus the results and discussion chapters. It is not uncommon for these chapters to undergo several iterations before final approval.

Chapter IV, Results: This chapter provides a detailed presentation of the results. Do not interpret the results, draw conclusions, or relate the findings to the extant literature. Examples of results include descriptive and/or inferential statistics, and themes, with supporting data, that emerged from analysis of qualitative data. The chapter is often organized around the analyses conducted for each research question.

Chapter V, Discussion: This chapter focuses on the meaning of the study and the significance of the results. The chapter typically begins with a brief summary of what was done and why. This is followed by a presentation of the results as they relate to the research questions. The discussion tends to be more conceptual than empirical and specific results are noted only as evidence to justify the assertions and conclusions related to the research questions. The discussion explains what the results may mean. This discussion may focus on why more support was not found to accept or refute the research questions, or on the meaning of the support that was found. This discussion is a thoughtful analysis of the results obtained. It's appropriate to acknowledge the limitations of the research, state the implications of the findings for both theory and practice, and make recommendations for future research.

Scheduling the Final Examination

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 Final Exam Scheduling Form for the Doctorate (available at <http://www.gradschool.wsu.edu/Forms/>). 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) working days prior to any deadline for scheduling the defense.

The scheduling form signed by your committee members is submitted to the COE Office of Graduate Studies to obtain the department chair's signature. You must then submit the scheduling form along with a typed copy of the dissertation and a copy of the IRB approval form, to the Graduate School for approval. This copy of the dissertation will be returned to you. Although the Graduate School checks the dissertation, this check does not constitute final acceptance.

The Dissertation/Thesis Acceptance/Final Examination Scheduling Form and dissertation must be submitted to the Graduate School at least 10 working days in advance of the examination date. The examination must be scheduled at least four months, but less than three years, after satisfactory completion of the Preliminary Examination. 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 COE Office of Graduate Studies. At the same time, an abstract must be submitted electronically to the COE Office of Graduate Studies.

Final Examination

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 TCH_LRN 800 (minimum of two credits) in the semester in which you take the final examination. The examination is about two to two and a half hours. The examining committee shall include your doctoral committee and any other members of the faculty in attendances who are eligible, according to College of Education criteria, to participate on dissertation committees. Your advisor/chair will be responsible for conducting the final examination/defense. While the examination is open to the public, only those faculty members eligible to participate on doctoral committees may ask questions and 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. 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.

Graduate Student Exit Survey

After you complete the final examination/dissertation defense, complete the Graduate Student Exit Survey either online or paper copy (Appendix E) and return to the COE Office of Graduate Studies, Cleveland Hall 70 (or submit to an Academic Director on the regional campuses).

Financial Support

Teaching and Research Assistantship Appointments

The Department of Teaching and Learning has approximately 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 that come with a tuition waiver, monthly stipend, and health benefits. The department discourages additional employment while holding a TA appointment.

TA appointments 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 for one-credit. The course, 527, covers teaching and learning, inquiry, and professional issues.

Research assistantships (RA) may be available through funded projects on all four WSU campuses. 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/> or the Graduate School's website <http://gradschool.wsu.edu/FutureStudents/Finance/index1.html>. 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: <http://education.wsu.edu/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>.

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 Week and posted on the Web at <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 and 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) and can be used during weekdays.

Grievances: If grievances arise, the student should discuss the problem with their advisor/chair and the Graduate Coordinator(s). 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 Laurel Aldrich 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 advisor/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 fed-ex packages if they are clearly related

to faculty-led research work. All requests for staff assistance should be coordinated with your dissertation advisor/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 advisor/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 advisor/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; however, the department does not have funds to pay travel expenses of students on appointment. Advisors may 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.

Appendix B

Specializations in Cultural Studies and Social Thought in Education; Language, Literacy and Technology in Education; Mathematics and Science Education; or Special Education

PhD Specialization in Cultural Studies and Social Thought in Education

Program Description

The course of study for the Doctor of Philosophy specialization in Cultural Studies and Social Thought in Education is rigorous, flexible and individually tailored. Work with your advisor/committee chair and other committee members to plan a course of study that is coherent with the overall aims and goals that define the option and that is relevant to your needs and interests. The faculty place high value on the mentoring relationship and work to include you in research projects, conference presentations, and teaching experiences. The program requires a minimum of 72 credits.

Required Foundational Core (18 credits)

Course Number	Course Name
TCH_LRN 536	Introduction to Cultural Studies in Education
TCH_LRN 559	Reading in Cultural Studies (1 credit X 3)
TCH_LRN 592	Social Theory in Education

Three courses (9 credits) from the following College of Education Electives List:

Course Number	Course Name
TCH_LRN 535	Gender, Power, and Education
TCH_LRN 589	Race, Identity, and Representation in Education
TCH_LRN 587	Environment, Culture, and Education
TCH_LRN 580	Multicultural Education in a Global Society
TCH_LRN 529	Place Based Education
TCH_LRN 576	Youth Cultures in Education
TCH_LRN 577	Curriculum Theory
TCH_LRN 575	Globalization and Identity in Education
EdAd501	Philosophy of Education
EdAd507	Social Foundations of Education

Research Core (17 credits minimum)

Note: Prerequisites to the following courses are not considered advanced research courses. The prerequisites (e.g., EdPsy 505, EdPsy 508) may need to be taken in addition to the 17 credits of doctoral level research.

Course Number	Course Name	Credit
EdRes 562	Epistemology and Inquiry in Educational Research	(3)
EdRes 563	Principles of Doctoral Research	(3)
EdRes 564	Qualitative Methods	(3)
EdRes 565	Advanced Statistical Analyses and Quantitative Research	(3)
EdRes 566	Research Seminar (2 1-credit courses)	(2)

One or two additional 3 credit Advanced/Specialized Research Methods Courses (approved by Advisor)

Supporting Cognate Area (9 credits minimum)

Students, with approval from their advisors, should select relevant courses in the College of Education and/or from other disciplines/fields of study, including but not limited to: American Studies, Comparative Ethnic Studies, Higher Education, Sociology, Communication, History, Anthropology, Women's Studies, English, or Political Science.

PhD Specialization in Language, Literacy and Technology

Program Description

The Language, Literacy and Technology (LLT) program addresses issues of teaching, learning, and the wide range of literacies as they play out in formal and informal learning contexts. The course of study for the Doctor of Philosophy specialization in LLT is rigorous, flexible and individually tailored. It includes a minimum of 52 graded credits plus minimum 20 dissertation hours (72 total hours). 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 core, cognate, and research requirements and recommendations for the Doctor of Philosophy in Education with a specialization in LLT. It is anticipated that completion of the degree will average three to four years. *Students should consult with their program advisor and course listings to better determine when to take their courses. Additionally, students should consult with their advisor about special topics courses that may be offered that may meet your academic/intellectual needs.*

Required Foundational Core (18 credits)

Course Number	Course Name
TCH_LRN 550:	Second Language Learning and Literacy
TCH_LRN 554:	Sociolinguistics
TCH_LRN 567:	Social Foundations of Literacy
TCH_LRN 568:	Psychological Foundations and Assessment of
TCH_LRN 569:	Critical Analysis of Children's and Young Adult
TCH_LRN 570:	Theory and Research in Electronic Literacies

Required Research (17 credits)

Note: Prerequisites to the following courses are not considered advanced research courses. The prerequisites (e.g., EdPsy 505, EdPsy 508) may need to be taken in addition to the 12 credits of advanced research.

Course Number	Course Name	Credit
EdRes 562	Epistemology and Inquiry in Educational Research	(3)
EdRes 563	Principles of Doctoral Research	(3)
EdRes 564	Qualitative	(3)
EdRes 565	Advanced Statistical Analyses and Quantitative	(3)
EdRes 566	Research Seminar (2 1-credit courses)	(2)
TCH_LRN 555	Research Methods in Language and Literacy	(3)

Cognate (12-18 credits)

Students, with approval from their advisors, should select relevant courses in the College of Education and/or from other disciplines/fields of study, including but not limited to: Special Education, Cultural Studies, Educational Technology, English, Leadership, Sociology, Communication, and Anthropology.

Research, Dissertation, and/or Examination – TCH_LRN 800 (20 credits minimum)

PhD Specialization in Mathematics/Science Education

Program Description

The PhD. in Mathematics and Science Education is designed to develop scholars capable of making important contributions to the research base, professional context, and learning environments related to mathematics and science education. Areas of emphases can include student learning, teacher education, professional development, curriculum, and technology throughout the PK-16 grade spectrum.

Typically, applicants have been prepared and licensed to teach science/mathematics in public schools at the K-12 level. Applicants also typically hold a degree in a field of study involving education, mathematics, science, technology, or other related field.

Required Foundational Core (18 credits)

Course Number	Course Name	Credit
TCH_LRN 581	Learning and Development in Mathematics and Science	(3)
TCH_LRN 584	Research in Teaching Mathematics and Science	(3)
TCH_LRN 598	Research Seminar in Mathematics and Science Education	(3)
<i>One of the following three courses:</i>		
TCH_LRN 512	Language and Cultural Factors in Mathematics	(3)
TCH_LRN 574	Science for All: A Multicultural Perspective	(3)
Math 531	Intersection of Culture and Math	(3)
<i>At least two of the following courses must be taken in addition to the above four requirements:</i>		
TCH_LRN 561	Elementary School Mathematics	(3)
TCH_LRN 571	Elementary School Science	(3)
TCH_LRN 574	Science for All: A Multicultural Perspective	(3)
Math 531	Intersection of Culture and Math	(3)
Math 532	Mathematics for College Teaching	(3)
TCH_LRN 585	Focused Reading and Conference in Math/Science Education	(3*)
TCH_LRN 591	Research Internship in Math/Science Education	(3*)

* Can be repeated for additional credit hours

NOTE1: TCH_LRN 581 is cross-listed with MATH 534.

NOTE2: TCH_LRN 598 can be taken for 1 credit per semester, but must be taken for up to 3 credits.

NOTE3: Any of the above courses could be taken by EdM or EdD students who wish to have an emphasis in mathematics and/or science education.

NOTE4: The Research Internships provide individualized, research-based experiences related to current work of one or more faculty members, or with STEM faculty outside of the College of Education.

Research Core (15 credits minimum)

Course Number	Course Name	Credit
EdRes 562	Epistemology and Inquiry in Educational Research	(3)
EdRes 563	Principles of Doctoral Research	(3)
EdRes 564	Qualitative Methods	(3)
EdRes 565	Advanced Statistical Analyses and Quantitative Research	(3)
TCH_LRN 531	Research Paradigms in Mathematics and Science Education	(3)

NOTE1: TCH_LRN 531 is cross-listed with MATH 535

Supporting Cognate Area (12 credit minimum)

A set of approved courses in one of the following areas: Mathematics, a scientific discipline, cognition, instruction, curriculum, professional development, equity, diversity, technology, philosophy, or research.

Research, Dissertation, and/or Examination – TCH_LRN 800 (20 credits minimum)

PhD Specialization in Special Education

Program Description

The Doctor of Philosophy (Ph.D.) prepares graduates for academic positions in research and teaching. The program in special education includes the study of response to intervention across the curriculum, diversity issues, social development and school based prevention practices for students with social and behavioral adjustment problems, universal design, and single subject design in addition to the comprehensive Carnegie core of research courses in quantitative, qualitative, and program evaluation research methods.

The faculty support a strong program of mentorship and encourage doctoral students to work closely with faculty of their choosing in investigating the world of research, knowledge generation and dissemination, pedagogical action, and advocacy.

Required Core

Course	Course Name	Credit
SPED 589	Seminar in Disability Studies	(3)
SPED 591	Response to Intervention across the Core Academic Curriculum	(3)
SPED 592	Single Subject Research Design and Methods	(3)
SPED 593	Diversity Issues in Special Education: Theory, Research, and Practice	(3)
SPED 594	Social Development and School-Based Prevention and Intervention Practices for Students with Social and Behavioral Adjustment Problems	(3)
SPED 596	Seminar in Quality indicators for Research in Special Education	(3 x 1 credit courses)

Research Core (17 credit minimum)

All doctoral programs require completion of the College's research core. Changes and/or substitutions must be approved by the department chair. *Note: Prerequisites to the following courses are not considered advanced research courses. The prerequisites (e.g., EdPsy 505, EdPsy 508) may need to be taken in addition to the 12 credits of advanced research.*

Course Number	Course Name	Credit
EdRes 562	Epistemology and Inquiry in Educational Research	(3)
EdRes 563	Principles of Doctoral Research	(3)
EdRes 564	Qualitative Methods	(3)
EdRes 565	Advanced Statistical Analyses and Quantitative Research	(3)
EdRes 566	Research Seminar (2 1-credit courses)	(2)

One or two additional 3 credit Advanced Research Methods Courses (approved by Advisor)

Program of Study in Special Education

There are many courses offered in the department, college, and university that you can use and your Program of Study. Beyond the requirements, your Program of Study can be individualized to address your interests and needs. You develop your Program of Study with your advisor/committee chair and other committee members suggestions, and ultimately their approval. An example of a supporting cognate area in Educational Psychology is provided.

Supporting Cognate Area: Educational Psychology:

Course Number	Course Name	Credit
EdPsy 569	Quantitative Techniques in Education	(3)
CoPsy 542	Cross-cultural Research and Assessment	(3)
EdAd 538	Special Topics in Qualitative Research	(3)

Appendix C



College of Education D-1/M-1/T-1 Scheduling Form

Please return this form to the Office of Graduate Studies in Cleveland Hall 70 no later than ten (10) working days prior to the desired meeting date.

Procedures for processing dissertations/special project/thesis proposals:

- Student must be enrolled and registered for the required number (2) of 700/702/800 credits.
- At least five working days prior to the oral defense of the proposal, doctoral and thesis master's candidates must deliver a complete copy of the dissertation/thesis proposal to the Office of Graduate Studies (Cleveland Hall 70). This copy will serve as the public copy.
- For a proposal defense that is open to the public:
 - An electronic copy of the abstract must be sent to the Office of Graduate Studies at gradstudies@wsu.edu at least five working days prior to the proposal.
 - Scheduling of rooms needs to be completed using Academic Media Services (AMS) at <http://www.ams.wsu.edu/index.aspx> and include all four campuses (Pullman, Spokane, TriCities and Vancouver) if open to the college.

Student's Name _____ ID# _____

Degree _____ Program _____

Working title of dissertation/special project/thesis: _____

*Educational Leadership EdD students only: Action Research Traditional Research

ADVISORY COMMITTEE	SIGNATURES	Date
_____, Chair	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
(Chair, Major Dept.)		

The above individuals approve the following place, date and time of the D-1/M-1/T-1 meeting:

_____ (Building and Room Number) _____ (Date and Time)

*This proposal defense is OPEN/ CLOSED to the public!

Appendix D



College of Education Dissertation Proposal Approval Form (D-1 Form)*

Please return this form to the Office of Graduate Studies in Cleveland Hall 70.

Student's Name: _____

Working Title of Dissertation: _____

Decision of Dissertation Advisory Committee Regarding Proposal (check one)

- Approved as presented
- Approved subject to additions, corrections and/or modifications as per the attached
- Approved subject to additions, corrections and/or modifications as per the attached, subject to review and approval of the Dissertation Advisory Committee
- Approval denied

Signatures

Advisory Committee	Signatures	Date
_____, Chair	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Nature of Research Proposed

Will the dissertation involve the collection of data from human subjects and/or the use of archival data collected from human subjects? (check one)

- Yes (In this case, the student must obtain WSU Institutional Review Board (IRB) approval before beginning the data collection process and/or initiating the analysis of archival data. See reverse side for details.)
- No

(over)

Updated 7/2013

Appendix E

Graduate Programs Exit Survey College of Education

NOTE: Here at the College of Education we are interested in feedback from your program experience. Your responses will be held in strict confidence, and you will not be identified in any reports or release of survey data. Survey results will be aggregated and reported as group data.

Attached is an electronic version of the Exit Survey. You have the choice of filling it out and sending it back to the Office of Graduate Studies, Washington State University, Cleveland Hall 70, Pullman, WA 99164-2114 or filling the survey out online at <http://survey.educ.wsu.edu/Lists/grad> (click on the “respond to this survey” button).

Again, your responses will be held in strict confidence, and you will not be identified in any reports or release of survey data. If you have any questions/concerns, contact Dr. Jason Sievers 509-335-9195; jasievers@wsu.edu or a Department Chair.

First 5 digits of your WSU ID#: _____

(Your ID Number will not be associated with the results; nor will the departments know the identity of survey respondents)

Please circle your response to each question below:

1. What degree have you completed?

MIT Ed.M. M.A. Ed.D. Ph.D.

2. Which program specialization did you complete?

El Ed Sec Ed ESL Literacy SpEd CSSTE
Math/Sci Ed C&I Lang & Lit Teach Lead

3. How many years did it take you to complete the degree?

<2 3 4 5 6 >6

4. Were you primarily:

Part Time Student Full Time Student

5. At which campus did you complete your degree?

Pullman/Spokane Tri-Cities Vancouver

	Not at All	Somewhat	Neutral	Much	Very Much	Not Applicable
How satisfied were you with the availability of faculty for mentoring?	1	2	3	4	5	N/A
How satisfied were you with the support provided by the College of Education Office of Graduate Studies (Pullman campus) or similar support received at the regional campus in which you are a student?	1	2	3	4	5	N/A
To what degree did the specialization meet your individual hopes/needs?	1	2	3	4	5	N/A
To what degree have you been satisfied with the overall quality of courses/instruction of courses?	1	2	3	4	5	N/A
To what degree were you satisfied with your ability to interact with other students and faculty in your program?	1	2	3	4	5	N/A
How satisfied were you with opportunities provided you to research/disseminate research?	1	2	3	4	5	N/A
To what degree were you given opportunities to make connections between theory and practice?	1	2	3	4	5	N/A
How well prepared do you feel to enter a new career?	1	2	3	4	5	N/A

Open-Ended Questions

1. Please describe the most positive aspects of your time in one of our graduate programs.
2. Please describe the most important ways we can improve our programs for incoming graduate students.
3. What is your career goal?