

# *Doctoral Handbook*



*Educational Administration, K-12 Educational Leadership*

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*University of Wyoming*

## **Introduction and Overview**

The University of Wyoming's EdD/PhD programs in Educational Administration are designed to prepare leaders who can advance the knowledge and practice of K-12 educational administration in school settings (EdD) or in university-level positions (PhD). These doctoral programs in Educational Administration effectively integrate coursework, research, and practice. The core coursework emphasizes studies in organizational leadership, school-community relations, educational law, finance, curriculum, and supervision.

The program culminates in a dissertation that is of unique interest to the individual student in his/her own intellectual and professional context and may employ any of a wide variety of research methods.

## **Admission**

Students are admitted to the EdD/PhD programs twice a year (see website for admission deadlines and requirements; <http://www.uwyo.edu/profstudies/edleadership/index.html>). Once a student is admitted, he/she must begin taking classes within one year or will need to reapply to the program. Additionally, students must stay continuously enrolled during the Fall and Spring semester of the academic year throughout their program. Students who do not maintain continuous enrollment must reapply to the program.

## **Edd and PhD Defined**

Graduate study in Educational Administration at the University of Wyoming aims to provide a balance between theory and practice. Both an EdD (Doctor of Education) and a PhD (Philosophy of Education) degree program are available. The following sections describe some of the distinguishing characteristics.

### **Edd**

The EdD is designed to prepare students for service as an educational leader and for continued growth and learning as a K-12 teacher, principal, superintendent, or other school leader, with increased leadership knowledge and skills. EdD students must complete a minimum of 77 credit hours of coursework that may include up to 30 credit hours from a relevant master's program. Students who are interested in a Wyoming School Superintendent's Endorsement can apply to the Wyoming Professional Teaching Standards Board after successfully completing 26 specific credit hours (see their website at <http://ptsb.state.wy.us/>) and the comprehensive examination.

### **PhD**

The PhD is designed to prepare students for university-level positions. The program prepares graduates in areas such as scholarly academic writing, college teaching, and conducting educational research. Students enroll in general coursework across the college and specific cognate courses in educational leadership. Additional courses are customized depending on the students' particular career goals. Students are required to complete a minimum of 81 credit hours that may include up to 30 credit hours from a relevant master's program. In addition, PhD students have a residency requirement.

## **Locations and Times of Courses**

Delivery methods for the EdD/PhD courses include video conferencing, online, intensive weekends, and hybrid courses. Students are encouraged to check the University of Wyoming's Office of the Register's website for course listings: <http://www.uwyo.edu/registrar/index.html>.

## **Advisor/Committee Chair**

Students beginning a graduate program in Educational Administration are assigned initial advisors. During the first semester of coursework, advisors will assist students in developing a tentative program of study and will also assist students with any program questions. Students are expected to identify a committee chair no later than the end of the second year. The chair will guide students through the remainder of the doctoral program.

### **Establishing a Successful Relationship with a Chair**

Committee chairs have a number of responsibilities in order to help students succeed in a graduate program. Committee chairs will assist students in finding resources that will lead to academic success. Examples are filing forms, meeting general UW and program requirements and timelines, and applying for graduate assistantships or scholarships. Students are expected to take the initiative to find answers but also to communicate questions and needs to the chair.

## **Residency Requirements**

### **EdD**

There is no residency requirement for the EdD. The EdD program can be completed entirely at a distance; however, students are expected to come to campus to meet with their faculty committee for the comprehensive examination and for the dissertation defense.

### **PhD**

The goal of the PhD residency is for students to gain a strong background in research and teaching in higher education. This requirement will be satisfied by gaining experiences involving college teaching (either on campus or distance) and research experiences where students work closely with faculty members in a mentoring situation. The research and teaching requirements for residency require at least one semester on campus. For more detail on the PhD residency, refer to this link:

[http://www.uwyo.edu/education/\\_files/documents/phdresidencyrequirements2011.pdf](http://www.uwyo.edu/education/_files/documents/phdresidencyrequirements2011.pdf).

## **Program Requirements**

For EdD requirements, click on this link:

[http://www.uwyo.edu/profstudies/\\_files/documents/edleadership\\_edd-cert\\_coursereqs.pdf](http://www.uwyo.edu/profstudies/_files/documents/edleadership_edd-cert_coursereqs.pdf).

For PhD program requirements, click on this link:

[http://www.uwyo.edu/profstudies/\\_files/documents/edleadership\\_phd\\_reqs.pdf](http://www.uwyo.edu/profstudies/_files/documents/edleadership_phd_reqs.pdf).

# **Steps to Completing the Doctoral Degree**

## **1. Committee Structure**

Students begin by asking a faculty member in K-12 Educational Leadership to serve as a committee chair. Together, the student and chair will identify potential committee members and invite them to serve on the committee.

## **2. Program of Study Approval**

After establishing a committee, the student and chair will complete and file the formal Program of Study. The Program of Study document lists the courses that must be taken in order to graduate. Please check the long range planning schedules for when desired courses are offered. The Program of Study must be formally approved by the doctoral committee. EdD students typically are not expected to have a Program of Study committee meeting. PhD students are required to have a meeting but are not asked to attend in person.

## **3. Comprehensive Examinations**

Students are required to pass a written and oral comprehensive examination prior to beginning the dissertation and after completing all courses except EDRE 5660. Comprehensive exams for the EdD are offered two times a year, Fall and Spring. Faculty will evaluate students' responses to the comprehensive exam in relation to knowledge of the Educational Leadership Constituent Consortium (ELCC, 2011) standards. PhD comprehensive exams are individualized; students will work with their committee chairs to meet this expectation. The doctoral committee will determine whether or not the student passes the exam. Students are allowed two attempts to pass the comprehensive exam. Once the comprehensive exam has been completed successfully, students have four years to complete the program, including a successful dissertation defense.

## **4. Dissertation Pre-Prospectus and Prospectus**

Step 1: Each student is asked to submit a 6 to 8 page pre-prospectus that includes a brief literature review, purpose of the study, research questions, method, and reference list to his/her chair. After chair approval, the full committee will meet with the student for their approval to proceed with the complete prospectus (first three chapters of the dissertation).

Step 2: Students then register for and complete EDRE 5660 – Dissertation Prospectus Writing. During this class, students will develop a draft of the prospectus (first three chapters of the dissertation).

Step 3: After completing EDRE 5660, students will work with their committee chair to finalize the prospectus draft.

Step 4: After chair approval, students will set up a meeting with the full committee to defend the prospectus.

Step 5: Following the prospectus defense, students will work with the committee chair to develop a proposal for the Institutional Review Board for approval of human subjects research. CITI human subjects training must be current. See below for more detail.

## **Institutional Review Board (IRB)**

Before conducting research that involves human subjects, students must obtain approval from the Institutional Review Board (IRB) at the University of Wyoming. Guidelines for obtaining approval are located at <http://www.uwyo.edu/research/compliance/human-subjects/index.html>. The IRB is composed of university faculty as well as individuals not affiliated with the university. The board meets regularly to review proposals for human subjects research and to determine if participants and researchers will be effectively protected during data collection, examination, and dissemination. IRB proposals are accepted at any time, but the review process can take up to 4-6 weeks, depending on the apparent risk to participants and the completeness and clarity of the proposal. Data cannot be collected until the proposal has been approved so planning ahead is very important.

Before submitting an IRB proposal, students must complete a series of training modules offered at <http://www.citiprogram.org/>. The set of training modules is dependent upon the level of risk for the research study; advice on level of risk should be sought from the chair. Most students complete the modules in the “Student conducting no more than minimal risk research” learner group. Students planning to conduct research involving more than minimal risk should complete modules in the “Social & Behavioral Researcher Investigators” learner group. After completing the training, a certificate of completion is presented; this certificate should be submitted with the IRB proposal.

## **5. Dissertation**

The doctoral program culminates in the preparation and defense of a dissertation. After successfully defending a prospectus (and obtaining IRB approval), students may begin data collection.

Although the committee chair and committee members want students to complete their work in an efficient and timely manner, the most important criterion for completion is submission of a high quality dissertation. While working on a dissertation, students must enroll in dissertation credit hours (6 total credits for EdD; 12 total credits for PhD). If the dissertation has not been completed after meeting the program’s minimum requirements for dissertation credit hours, students must take continuous registration credits of at least one credit hour each semester until graduation.

The dissertation must be formatted using the current APA style manual as well as UW guidelines (Dissertation format guide) outlined at: [http://www.uwyo.edu/uwgrad/\\_files/docs/Thesis.doc](http://www.uwyo.edu/uwgrad/_files/docs/Thesis.doc).

When a dissertation draft has been completed that satisfies the student’s chair, it will be sent to the rest of the committee. Committee members must be allowed a minimum of two weeks to review this document prior to the dissertation defense.

Upon successful approval of the dissertation by the committee, it must be submitted electronically. The electronic submission goes to the Office of the Registrar as well as to ProQuest/UMI. For instructions, please see the Dissertation Format Guide at: [http://www.uwyo.edu/uwgrad/\\_files/docs/Thesis.doc](http://www.uwyo.edu/uwgrad/_files/docs/Thesis.doc).

## **Retention and Dismissal Procedures**

Students must meet academic program standards and make adequate yearly progress toward degree completion in order to continue in the program.

### **Continuous Registration**

All students are required to make satisfactory annual academic progress. A component of this progress requires students to complete at least six credit hours per year towards their Program of Study. Under extenuating circumstances (e.g., work schedule, family situations, travel, etc.) a student may be unable to enroll in courses during a given semester. Exceptions to the enrollment rule are made on a case-by-case basis with approval of the student's advisor/chair. If a student does not enroll in classes during an entire academic year (Fall & Spring semesters), he/she will be designated as inactive and will have the option to reapply to the program. To be considered for re-admission, the student may need to meet additional admission requirements (i.e. taking the GRE). In addition, a readmitted student may be asked to meet additional program requirements (i.e. new required courses).

### **Coursework**

All students are expected to earn a minimum grade of "B" or "S" (Satisfactory) in each graduate-level course that is taken. If a student earns a grade lower than B or S, the course must be retaken. Students will be evaluated by faculty at least once a year for adequate academic progress. If a student's GPA falls below 3.0 or if the student is not making satisfactory academic progress, he/she may be dismissed from the program.

### **Professional Conduct:**

In addition to maintaining high academic standards, students are expected to develop professional skills necessary to work effectively with a variety of people. Graduate students in the Educational Administration Program are expected to develop, deepen, and expand their expertise in the following areas:

**a. Academic Research.** To keep abreast of current research, the advanced professional accesses, reads, and interprets the literature in his or her field and applies knowledge gained to practice.

**b. Academic Writing.** Through his or her academic writing, the advanced professional effectively incorporates the editorial and writing style requirements of the latest edition of the Publication Manual of the American Psychological Association, while also meeting the current standards of the American Educational Research Association when reporting the processes, results, and conclusions of data analyses.

**c. Theoretical foundations.** Through his or her studies, research, academic writing, and application of research, the advanced professional demonstrates understanding of the theoretical foundations of the profession and bridges the gap between research and professional practice.

**d. Professional applications.** Through his or her interaction with colleagues, faculty, staff, students, and internship-based responsibilities, the advanced academic professional demonstrates the following behaviors:

- High regard for confidentiality
- Respect for colleagues and faculty in conversations, both oral or written (e.g. e-mail, social networks, etc.)
- Professional attention and balance to timeliness, attentiveness, participation in assignments and activities, etc.
- Willingness to deepen self-awareness and personal/professional growth
- Responsibility for personal wellness

Examples of behaviors that may show evidence of professional impairment include:

- Violation of professional or academic standards such as plagiarism
- Inability or unwillingness to acquire or manifest professional skills or understandings at an acceptable level of competency
- Behaviors that can reasonably be predictive of poor future professional functioning (i.e., extensive tardiness, excessive late work, unwillingness to accept feedback)
- Disrespect shown towards faculty, staff, or other students

Members of the faculty evaluate student performance on an ongoing-basis. The faculty makes judgments as to students' professional conduct based on observations of course performance, evaluations of students' oral and written work, and performance in internships (if applicable). Formal evaluations are also conducted at key stages of the student's program, including the comprehensive examination, prospectus defense, and dissertation defense. When, in the professional judgment of program faculty members, a student is not meeting professional guidelines or meeting university standards, faculty members will consult with the department head to determine appropriate actions. Actions may include formal reprimand, formal probation, or dismissal from the program.

## **Frequently Asked Questions about the EdD/PhD in Educational Administration**

Q. Is the program offered on-line?

A. The program is offered face-to-face, hybrid, and online. Check the University of Wyoming's Office of the Register's website as well as the program's website to determine how particular classes are delivered.

Q. I am only interested in acquiring superintendent's certification and do not wish to finish the doctoral degree. How do I do that?

A. In order to only receive the superintendent's certificate, students must successfully complete 24 credit hours of specific courses and complete a two credit hour superintendent internship as well as the comprehensive examination.

Q. Are there any time limits for completing a doctoral program?

A. Students are required to complete the degree within 8 calendar years from admission and within no more than 4 calendar years after completion of the comprehensive examination.

Q. Can I transfer courses from another university to meet course requirements for the program?

A. Transfer requests are typically made at the time of admission to the program and they are approved on a case-by-case basis.