



UNIVERSITY OF CENTRAL FLORIDA

# Curriculum and Instruction EdD Graduate Program Handbook

---

*Last updated March 25, 2015*

---

## Table of Contents

Introduction .....	1
Curriculum .....	1
Timeline for Completion.....	1
1st Year of Graduate Training .....	1
2nd Year of Graduate Training .....	2
3rd Year of Graduate Training .....	2
Examination Requirements .....	2
Candidacy.....	2
Dissertation Requirements .....	2
University Dissertation Requirements .....	2
Graduate Research .....	3
Institutional Review Board Proposal (IRB) .....	3
UCF's Patent and Invention Policy .....	3
Financial Support.....	4
Graduate Support Opportunities.....	4
Graduate Student Associations .....	4
Professional Development.....	4
Preparing Tomorrow's Faculty Program .....	4
Career Learning.....	5
Pathways to Success Workshops .....	5
Graduate Research Forum.....	5
Graduate Excellence Awards .....	5
Other .....	5
Job Search.....	6
Forms.....	6
Useful Links .....	6
Grad Faculty .....	7
Contact Info .....	8

# Curriculum and Instruction EdD

Together, the [Graduate Student Handbook](#) and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

## Introduction

The EdD in Education consists of three distinct program areas, all with emphasis on professional practice: core, concentration, and dissertation in practice. The program requires 24 credit hours of core courses, 18 credit hours within the chosen concentration area, and 12 credit hours of dissertation in practice including proposal, defense, and final submission.

## Curriculum

Please visit the [Graduate Catalog](#) to see the current curriculum for our program.

## Timeline for Completion

### 1st Year of Graduate Training

Fall	Spring	Summer
<ul style="list-style-type: none"><li>• EDP 7517: Facilitating, Learning, Development and Motivation</li><li>• EDF 7457: Data, Assessment and Accountability</li></ul>	<ul style="list-style-type: none"><li>• EDA 7101: Organizational Theory in Education</li><li>• EDF 7494: Identifying Complex Problems of Practice</li></ul>	<ul style="list-style-type: none"><li>• Concentration</li><li>• EDG 7947: Laboratory of Practice</li><li>• Milestone 1: Case Study</li></ul>

## 2nd Year of Graduate Training

Fall	Spring	Summer
<ul style="list-style-type: none"><li>• EDA 7196: Leadership in Learning Organizations</li><li>• EDF 7478: Analysis of Data for Complex Problems of Practice</li></ul>	<ul style="list-style-type: none"><li>• Concentration</li><li>• EDF 7468: Evaluation of Complex Problems of Practice</li><li>• Milestone 2: Problem of Practice Exhibition</li></ul>	<ul style="list-style-type: none"><li>• Concentration</li><li>• EDG 7947: Laboratory of Practice</li></ul>

## 3rd Year of Graduate Training

Fall	Spring	Summer
<ul style="list-style-type: none"><li>• Concentration</li><li>• EDF 7985: Proposing and Implementing Data-Driven Decisions</li><li>• Milestone 3: Proposal for Dissertation in Practice</li></ul>	<ul style="list-style-type: none"><li>• EDG 7987: Dissertation in Practice</li></ul>	<ul style="list-style-type: none"><li>• EDG 7987: Dissertation in Practice</li></ul>

## Examination Requirements

### Candidacy

To enter candidacy for the EdD, students must have an overall 3.0 GPA on all graduate work included in the planned program and pass the required Milestones.

### Dissertation Requirements

The Dissertation in Practice must follow UCF's dissertation deadlines and procedures for formatting, review, and submission.

### University Dissertation Requirements

The College of Graduate Studies [Thesis and Dissertation page](#) contains information on the university's requirements for dissertation formatting, format review, defenses, final submission, and more. A step-by-step completion guide is also available on [Thesis and Dissertation Services](#) Site.

All university deadlines are listed in the [Academic Calendar](#). Your program or college may have other earlier deadlines; please check with your program and college staff for additional deadlines.

#### **The following requirements must be met by dissertation students in their final term:**

- Submit a properly formatted file for initial format review by the format review deadline
- Submit the Thesis and Dissertation Release Option form well before the defense
- Defend by the defense deadline
- Receive format approval (if not granted upon initial review)
- Submit signed approval form by final submission deadline
- Submit final dissertation document by final submission deadline

Students must format their dissertation according to the standards outlined in [Thesis and Dissertation Webcourse](#). Formatting questions or issues can be submitted to the Format Help page in the [Thesis and Dissertation Services](#) site. Format reviews and final submission must be completed in the [Thesis and Dissertation Services](#) site. The Dissertation Approval Form is also available in the Thesis and Dissertation Services site.

The College of Graduate Studies offers several thesis and dissertation [Workshops](#) each term. Students are highly encouraged to attend these workshops early in the dissertation process to fully understand the above policies and procedures.

The College of Graduate Studies thesis and dissertation office is best reached by email at [editor@ucf.edu](mailto:editor@ucf.edu).

## Graduate Research

UCF has three fundamental responsibilities with regard to graduate student research. They are to (1) support an academic environment that stimulates the spirit of inquiry, (2) develop the intellectual property stemming from research, and (3) disseminate the intellectual property to the general public. Students are responsible for being informed of rules, regulations and policies pertaining to research. Below are some general policies and resources.

### Institutional Review Board Proposal (IRB)

All dissertations that use research involving human subjects, including surveys, must obtain approval from an independent board, the Institutional Review Board (IRB), prior to starting the research. Graduate students and the faculty who supervise dissertations must complete an approved IRB training course before their study can be approved, so this needs to start well in advance of the research start date. It is imperative that proper procedures are followed when using human subjects in research projects. In addition, should the nature of the research or the faculty supervision change since the IRB approval was obtained, then either an “addendum” must be approved for minor changes or a new IRB approval must be sought for significant changes. Failure to obtain this prior approval could jeopardize receipt of the student's degree. Depending on the degree of personal identifying information involved, research utilizing secondary data, i.e. databases, may also require IRB review and approval. When in doubt, be sure to contact IRB staff members in advance of when you plan to begin your research project.

Human subject is defined as: A living individual about whom an investigator conducting research obtains 1) data through intervention or interaction with the individual, or 2) identifiable private information.

Intervention includes both physical procedures by which data are gathered or manipulations of the subject or the subject's environment that are performed for research purposes. Interaction includes communications or interpersonal contact between investigator (or other key study personnel approved by the IRB) and subject.

Private information includes information about behavior that occurs in a context in which the individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public.

Please visit the UCF research website at [research.ucf.edu/](http://research.ucf.edu/) > Compliance > UCF IRB Webpage for more information.

### UCF's Patent and Invention Policy

In most cases, UCF owns the intellectual property developed using university resources. The graduate student as inventor will according to this policy share in the proceeds of the invention. Please see the current UCF Graduate Catalog for details: [catalog.ucf.edu/index](http://catalog.ucf.edu/index) > Policies > General Graduate Policies.

# Financial Support

Graduate education is an important investment for both the student and the community. Graduate education enables students to enter new career fields with more choices as to their work assignments. It provides enrichment and a deeper understanding of a chosen field. Educated employees improve the quality of life in the state of Florida. The cost of this investment is very reasonable. A student's basic expenses at the university will be for tuition, course-related fees, textbooks, other instructional supplies, room and board, and miscellaneous items.

## Graduate Support Opportunities

Graduate students may receive financial assistance in the form of fellowships, assistantships, or loans. Students may inquire about these opportunities from their graduate program office or at the following offices:

### College of Graduate Studies

(MH 230) — 407-823-2766; e-mail: [graduate@ucf.edu](mailto:graduate@ucf.edu); website: <http://www.graduate.ucf.edu>

### Student Financial Assistance Office

(MH 120) — 407-823-2827; website: [finaid.ucf.edu](http://finaid.ucf.edu)

For students interested in applying for loans or externally funded need-based awards and to complete the Free Application for Federal Student Aid (FAFSA), which is available January 1 each year.

### Financial Aid Information

[finaid.org/](http://finaid.org/)

Non-degree-seeking students are not eligible for financial aid.

## Graduate Student Associations

For a listing of organizations for students in the education discipline visit the [Student Organizations page](#) on the [College of Community Innovation and Education website](#).

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit [facebook.com/groups/UCFgsa/](https://facebook.com/groups/UCFgsa/). For individual department or graduate program organizations, please see the program director.

## Professional Development

A graduate student's professional development goes beyond completing coursework, passing exams, conducting research for a thesis or dissertation, and meeting degree requirements. Professional development also involves developing the academic and non-academic skills needed to become successful in the field of choice.

UCF has a plethora of opportunities for professional development for you to take advantage of:

## Preparing Tomorrow's Faculty Program

The Karen L. Smith Faculty Center for Teaching and Learning invites current and aspiring Graduate Teaching Assistants to enroll in their Preparing Tomorrow's Faculty Program. Students will receive group and individualized instruction by Faculty Center staff and experienced UCF professors, as well as textbooks and materials. GTAs will attend a 12 week, non-credit program. Interested graduate students should register online and follow the instructions. More information can be reached by visiting [ftl.ucf.edu/Events/GTAPrograms/PreparingTomorrowsFaculty/](http://ftl.ucf.edu/Events/GTAPrograms/PreparingTomorrowsFaculty/).

## Career Learning

This office assists UCF students plan their careers; enhance learning through co-op, internships, and service-learning opportunities; and obtain employment. [career.ucf.edu/](http://career.ucf.edu/)

## Pathways to Success Workshops

Coordinated by the College of Graduate Studies, the Pathways to Success program offers free development opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit [graduate.ucf.edu/pathways-to-success/](http://graduate.ucf.edu/pathways-to-success/).

## Graduate Research Forum

The Graduate Research Forum is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster in each category are given and all participants receive recognition. [graduate.ucf.edu/graduate-research-forum/](http://graduate.ucf.edu/graduate-research-forum/).

## Graduate Excellence Awards

Each year, the College of Graduate Studies offers graduate students who strive for academic and professional excellence the opportunity to be recognized for their work. The award categories include the following:

**Award for Excellence by a Graduate Teaching Assistant** - This award is to recognize excellence by Graduate Teaching Assistants (GTAs) who are not instructors of record, but who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class.

**Award for Excellence in Graduate Student Teaching** - This award is for students who serve as instructors of record and have independent classroom responsibilities. The focus of this award is on the quality of the student's teaching and the academic contributions of those activities.

**Award for the Outstanding Dissertation** - It recognizes doctoral students for excellence in the dissertation. The focus of this award is on the quality and contribution of the student's dissertation. Excellence of the dissertation may be demonstrated by evidence such as, but not limited to: publications in refereed journals, awards and recognition from professional organizations, and praise from faculty members and other colleagues in the field.

For the nomination process and eligibility criteria, see [graduate.ucf.edu/awards-and-recognition/](http://graduate.ucf.edu/awards-and-recognition/).

## Other

Students should take opportunities to present a poster or a topic of research at a conference. To obtain financial support to present at a conference (other than through your program) or to engage in comparable creative activity at a professional meeting, visit the Graduate Travel Fellowship section at [graduate.ucf.edu/](http://graduate.ucf.edu/).

For information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, see their website: [csgs.org/](http://csgs.org/) > Awards.

For grant-proposal writing resources: [uwc.cah.ucf.edu/find-resources/](http://uwc.cah.ucf.edu/find-resources/)

## Job Search

The Education EdD prepares graduates for leadership positions in the K-12 environment, as well as in other organizational learning settings. Such positions may be in the areas of human resources, social services, educational training, and curriculum development. This program also prepares graduates for positions of leadership within the higher education setting.

An excellent national resource is [Education Week's Top School Jobs website](#), which offers professional development support, career tips and expert advice, and a database of job postings relevant to students in this discipline.

For students interested in positions with a school district in the Metro-Orlando area, please visit the links provided for each school district's employment services webpage.

- [Brevard County School Board Human Resources Services Employment](#)
- [Orange County Public Schools Employment Services](#)
- [School District of Osceola County Jobs](#)
- [Seminole County Public Schools Employment Opportunities](#)
- [Volusia County Schools Employment](#)

UCF's Career Services department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals, preparation for the job search and job search resources. To learn more, visit their website at [career.ucf.edu/](http://career.ucf.edu/).

## Forms

- [College of Graduate Studies Forms and References](#)  
A complete listing of general forms and references for graduate students, with direct links, may be found here.
- [Graduate Petition Form](#)  
When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.
- [Traveling Scholar Form](#)  
If a student would like to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.

## Useful Links

- [Curriculum and Instruction EdD](#)
- [College of Community Innovation and Education](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)
- [Housing, off campus](#)

- [Knights Email](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [University Writing Center](#)

## Grad Faculty

**Asterisk** = has previous committee experience, which qualifies the person to serve as vice chair

### **Allen, Kay \***

College: College of Community Innovation and Education  
 Disciplinary affiliations: Curriculum and Instruction  
 Contact Info: [kallen@ucf.edu](mailto:kallen@ucf.edu)

### **Boote, David \***

College: College of Community Innovation and Education  
 Disciplinary affiliations: Curriculum and Instruction  
 Contact Info: [David.Boote@ucf.edu](mailto:David.Boote@ucf.edu)

### **Dziuban, Charles \***

College: College of Community Innovation and Education  
 Disciplinary affiliations: Curriculum and Instruction  
 Contact Info: [Charles.Dziuban@ucf.edu](mailto:Charles.Dziuban@ucf.edu)

### **Eriksson, Gillian \***

College: College of Community Innovation and Education  
 Disciplinary affiliations: Curriculum and Instruction  
 Contact Info: [Gillian.Eriksson@ucf.edu](mailto:Gillian.Eriksson@ucf.edu)

### **Hewitt, Randall \***

College: College of Community Innovation and Education  
 Disciplinary affiliations: Curriculum and Instruction  
 Contact Info: [Randall.Hewitt@ucf.edu](mailto:Randall.Hewitt@ucf.edu)

### **Holt, Larry \***

College: College of Community Innovation and Education  
 Disciplinary affiliations: Curriculum and Instruction  
 Contact Info: [holt@ucf.edu](mailto:holt@ucf.edu)

### **Hopp, Carolyn \***

College: College of Community Innovation and Education  
 Disciplinary affiliations: Curriculum and Instruction  
 Contact Info: [chopp@ucf.edu](mailto:chopp@ucf.edu)

**Hutchinson, Cynthia \***

College: College of Community Innovation and Education

Disciplinary affiliations: Curriculum and Instruction

Contact Info: [Cynthia.Hutchinson@ucf.edu](mailto:Cynthia.Hutchinson@ucf.edu)

**Lehman, Thomas \***

College: College of Community Innovation and Education

Disciplinary affiliations: Curriculum and Instruction

Contact Info: [tlehman@ucf.edu](mailto:tlehman@ucf.edu)

**Owens, J. Thomas \***

College: College of Community Innovation and Education

Disciplinary affiliations: Curriculum and Instruction

Contact Info: [jtowens@ucf.edu](mailto:jtowens@ucf.edu)

**Stewart, Trae \***

College: College of Community Innovation and Education

Disciplinary affiliations: Curriculum and Instruction

Contact Info: [pbstewar@ucf.edu](mailto:pbstewar@ucf.edu)

**Valdes, Anna \***

College: College of Community Innovation and Education

Disciplinary affiliations: Curriculum and Instruction

Contact Info: [Anna.Valdes@ucf.edu](mailto:Anna.Valdes@ucf.edu)

**Vitale, Thomas \***

College: College of Community Innovation and Education

Disciplinary affiliations: Curriculum and Instruction

Contact Info: [thomas.vitale@ucf.edu](mailto:thomas.vitale@ucf.edu)

**Wolford, Anna**

College: College of Community Innovation and Education

Disciplinary affiliations: Curriculum and Instruction

Contact Info: [Anna.Wolford@ucf.edu](mailto:Anna.Wolford@ucf.edu)

## Contact Info

- **Michele Gill, PhD**  
Professor  
ED 223J  
Phone: 407-823-1771