College of Community Innovation and Education

UCF

Ph.D. in Education Program Handbook

2020

Revised May 5, 2020

University of Central Florida
College of Community Innovation and Education
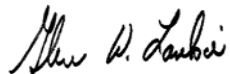**Ph.D. in Education Program Handbook**

Dear Ph.D. in Education Student,

It is with great pleasure that we welcome you to the Ph.D. in Education Program at the University

of Central Florida. The faculty and staff in the College of Community Innovation and Education

(CCIE) look forward to helping you further your professional development and achieve your

academic goals. This handbook will be your guide throughout the Ph.D. in Education Program. The

handbook will serve as a description of specific requirements, responsibilities, procedures,

deadlines, and expectations essential to your success in the program.

Sincerely,

Glenn W. Lambie

Glenn W. Lambie, Ph.D.
Professor and Associate Dean for Graduate Affairs and Faculty Excellence
The Robert N. Heintzelman Eminent Scholar Endowed Chair
College of Community Innovation and Education

Student Acknowledgement Form
Ph.D. in Education Program Handbook
College of Community Innovation and Education
University of Central Florida

I, _____, have received and read the Ph.D. in
                        Student Name (print)

Education Program Handbook for the College of Community Innovation and Education. I agree to

abide by the policies and procedures stated in the Ph.D. in Education Program's handbook.

_____   _____
Student Signature   Date

Table of Contents

Introduction and Welcome

Welcome to the Ph.D. in Education program. By entering this doctoral program, you are committing to a goal of excellence in your field of study. You are joining an intellectual community where students and faculty work together to advance our understanding and knowledge. For the next few years, you will be engaged in formal learning experiences designed by the faculty specifically for your development to prepare you to enter the professoriate or another research-intensive position. While these formal learning experiences are essential to your professional development, the faculty has also designed the program to include many opportunities for informal learning. The signature pedagogy for both formal and informal learning opportunities is the mentoring process. To take advantage of these opportunities students will immerse themselves in the culture of the academic environment.

In general, the graduate catalog outlines the policies and procedures that list your responsibilities as a graduate student at the University of Central Florida. These policies provide the guide for your rights and responsibilities as you pursue your plan of study. The basic requirements for the degree program you have entered are in the graduate catalog. All policies regarding your plan of study and procedures for obtaining your degree are available at http://catalog.ucf.edu/index.php. In situations where there is conflicting information between any written material and the graduate catalog, the graduate catalog provides the authoritative information. The Ph.D. in Education program in the College of Community Innovation and Education (CCIE) may have additional requirements that are not specified by the College of Graduate Studies as listed in the graduate catalog. The track that you have entered within the Ph.D. in Education program may also have additional requirements.

The following list provides a brief view of the organizational information for program operation.

Dean of the College of Community Innovation and Education: Pamela "Sissi" Carroll, Ed.D.
Associate Dean for Graduate Affairs and Faculty Excellence: Glenn W. Lambie, Ph.D.

Ph.D. in Education Program Track Coordinators:
Counselor Education: Ann Shillingford-Butler, Ph.D.
Early Childhood: Judith Levin, Ed.D
Elementary Education: Sherron Killingsworth Roberts, Ed.D.
Exceptional Education: Lisa Dieker, Ph.D.
Exercise Physiology: David Fukuda, Ph.D.
Higher Education: Thomas Cox, Ed.D.
Instructional Design and Technology: Atsusi Hirumi, Ph.D.
Learning Sciences: Michelle Taub, Ph.D.
Mathematics Education: Sarah Bush, Ph.D.
Methodology, Measurement and Analysis: Stephen Sivo, Ph.D.
Reading Education: Vicky Zygouris-Coe, Ph.D.
Science Education: Malcolm Butler, Ph.D.
Social Science Education: William Russell, Ph.D.
Teaching English to Speakers of Other Languages (TESOL): Joyce Nutta, Ph.D.

Mission:
The College of Community Innovation and Education offers the Ph.D. in Education with tracks in Counselor Education; Early Childhood; Elementary Education; Exceptional Student Education; Exercise Physiology; Higher Education; Instructional Design and Technology; Learning Sciences; Mathematics Education; Methodology, Measurement and Analysis; Reading Education; Science Education; Social Science Education; and Teaching English to Speakers of Other Languages (TESOL). The Ph.D. in Education is a research-oriented degree appropriate for educators whose goal is to enter the professoriate or a position appropriate for this academic preparation. It is the intent of Ph.D. in Education program to be interdisciplinary, allowing flexibility for students who will work in research clusters and learning communities with faculty on education-related research. The Ph.D. in Education is designed for those educators who seek teaching positions in a research university or research-oriented education position in education, business, or industry. The program is also designed for full time study (9 credit hour enrollment in each of the fall and spring semesters), although some tracks have programs of study reflecting possible enrollment of less than 9 credit hours per semester. The program is designed as an immersion in the academic learning community where both formal and informal learning are facilitated by full time enrollment and participation. Please see appendices for information pertinent to the mission and programs of study for each track.

Accreditation:
The University of Central Florida (UCF) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Originally accredited in 1970, UCF was reaffirmed as SACSCOC accredited in 2016.

The Ph.D. in Education, Counselor Education track is accredited by the Council on the Accreditation of Counseling and Related Educational Programs (CACREP).

Curriculum

Minimum Requirements

The Ph.D. in Education requires a minimum 69 hours of study beyond a master's degree. Program requirements differ for each individual track. The track coordinator approves transfer hours (maximum of 9). Students must enroll in IDS 7501: *Issues and Research in Education* and EDF 7475: *Qualitative Research Methods in Education* in their first semester. Most tracks require that students take a full course load (9 credit hours in each semester, fall and spring) their first year in the program and it is highly recommended that they continue full time enrollment until graduation.

The following are program requirements, not graduation requirements.
3   Credit Hours Internship
18 Credit Hours Specialization
24 Credit Hours Core and Research Foundation
24 Credit Hours Dissertation
69 Credit Hours Minimum total required

Description of Curriculum

The curriculum requires that all students take a core set of courses while allowing individuals to pursue courses that pertain to their respective research interests. As part of the core program, all students are required to complete at least three research methods courses. In addition to the required three courses, an additional elective research methods course is also required. A prerequisite for entering EDF 7403: *Quantitative Research Methods in Education* is EDF 6401: *Statistics for Educational Data* or demonstration of proficiency through examination. Please contact your track coordinator for scheduling a competency examination or register for EDF 6401: *Statistics for Educational Data* in the fall semester of your first year.

The Ph.D. in Education core focuses on providing all students with research experiences from the outset of the program. Students will work with faculty mentors on their research. In doing so, students will develop competencies in applied research through apprenticeship experiences. The required core courses also include a beginning seminar course (i.e., IDS 7501: *Issues and Research in Education*) related to major issues in education and the research associated with these issues. At the end of coursework, generally the second-year, students take a capstone course (IDS 7502: *Case Studies in Research Design*) to synthesize the program and prepare students for the dissertation process. Throughout the program, students will be involved in courses that require the development of research projects and the presentation of research results. A student's track may involve courses from outside the College of Community Innovation and Education, pedagogy courses in the College of Community Innovation and Education, additional research methodology courses, or other courses to obtain skills needed for their respective research interests.

The Ph.D. in Education students will progress from: (a) assisting faculty with the faculty member's research to (b) assisting in the design and development of research projects with faculty to (c) the formulation of personal research projects of their own, and finally, to (d) the development of a research project appropriate for the dissertation.

The Required Ph.D. in Education Core Courses are 24 Credit Hours

IDS 7501: *Issues and Research in Education* (3 hours)
- An examination of major issues impacting education and related practical and methodological issues in research.

IDS 7500: *Research Seminar* (variable credit and repeatable; 6 hours)
- An examination of education related research initiatives.

EDF 7475: *Qualitative Research in Education* (3 hours)
- Introduction to the philosophical and conceptual basis of qualitative research methods, strategies for gathering, analyzing, and interpreting qualitative data, emerging issues.

EDF 7403: *Quantitative Foundations of Educational Research* (3 hours),
- prereq: proficiency or EDF 6401 Statistics for Educational Data
- Examination of appropriate methods in applied educational contexts. Consideration of analysis strategies for educational data, emphasis on identification and interpretation of findings.

EDF 7463: *Analysis of Survey, Record and other Qualitative Data* (3 hours)
- Examination of the major elements involved in planning, conducting, and reporting survey research; emphasis is on the design, instrumentation, data analysis and data; interpretation for survey research.

IDS 7502: *Case Studies in Research Design* (3 hours) or approved research elective
- A critical analysis of educational research design.

EDF 7406: *Multivariate Statistics in Education* (3 hours) or approved research elective
- Statistical methods that simultaneously analyze multiple measurements on an individual or object under investigation.

Choose from one of the following Research Electives (3 hours)

IDS 7938: *Research Cluster Seminar*
- An examination of research issues focusing on interdisciplinary inquiry in education.

EDF 7406: *Multivariate Statistics in Education*
- Statistical methods that simultaneously analyze multiple measurements on an individual or object under investigation.

EDF 7405: *Quantitative Methods II*
- Correlation, regression, path analysis, and structural equation modeling in educational studies. Use of path analysis and structural equation modeling to test theory.

EDF 7415: *Latent Variable Modeling*
- This course introduces students to the propriety, fit, parsimony, interpretation and power analysis of latent variable measurement and causal models.

EDF 7473: *Ethnography in Qualitative Research*
- Exploration and integration of theories and practices of naturalistic, field-based studies of educational settings, proceeding from conceptualization, through data collection and analysis, to results presentation.

EDF 7474: *Multilevel Data Analysis in Education*
- The course will consider the statistical foundations of multilevel linear models, also known as hierarchical linear models (HLMs), and focuses on their application in education and behavioral sciences.

EDF 7488: *Monte Carlo Simulation*
- Students are taught how to generate univariate and multivariate data under various parametric conditions for the purpose of exploring the limits of analytical procedures.

Specialization - 18 Credit Hours (minimum)

Most Ph.D. in Education tracks require more than the minimum 18 credit hours.

Specialization consists of courses in the chosen track, which may be courses allied to the tracks from other colleges and departments in the university. The specialization area may involve courses from outside the College of Community Innovation and Education, pedagogy courses in the College of Community Innovation and Education, additional research methodology courses, and other courses to obtain specific skills needed for respective research interests. Within each specialization area, there will be a specified number of credit hours required.

A doctoral internship (3 hours minimum) is required as a part of all Ph.D. in Education tracks. The internship will typically involve supervised teaching at the university level.

The graduate catalog contains the official listing of the Ph.D. in Education plan of study. https://catalog.ucf.edu/index.php?catoid=15

Required Specialization courses (including credit hours per course) for each track:

Counselor Education track (See adviser for any additional required courses)
MHS 7406 Advanced Theories in Counseling   3
MHS 7700 Literature and Leadership in Counselor Education   3
MHS 7311 Scholarship and External Funding in Counselor Education   3
MHS 7730 Research Seminar in Counselor Education   3
MHS 7611 Supervision in Counselor Education   3
MHS 7801 Advanced Practicum in Counselor Education   3
MHS 7497 Advanced Multicultural Counseling   3
MHS 7840 Internship in Counselor Education   6

Early Childhood track (See adviser for additional required courses)
EEC 7058 Theoretical Foundations of Early Childhood   3
EEC 7673 Early Childhood: Professional Publishing and Grant Writing   3
EEC 7055 Advocacy, Public Policy, and Program Evaluation   3
EEC 7409 Current Trends in Child, Family, and Community Sciences   3
EEC 7676 Critical Analysis of Early Childhood Research   3
EEC 7945 Teaching Internship   3
EEC 7948 Research Internship   3

Elementary Education track (See adviser for additional required courses)
Philosophical Foundations for Studies in Education   3
Writing for Professional Publication in Education   3
EDE 6946 Elementary Education Internship   3-6
Electives (approved by adviser)   12

Exceptional Education track (See adviser for additional required courses)
EEX 7936 Current Trends & Issues in Exceptional Education   3

EEX 7527 Professional Writing/Grant Writing in Exceptional Education   3
EEX 7766 Technology Research/Training in Exceptional Education   3
EEX 7428 Personnel Preparation in Exceptional Education   3
EEX 7320 Program Evaluation and Planning in Special Education   3
EEX 7865 Internship in College Instruction in Special Education   3
EEX 7866 Internship in Practicum Supervision in Exceptional Education   3

Exercise Physiology track (See adviser for additional required courses)
Selection of 9 from the following list:
PET 6357 Environmental Perturbation and Human Performance   3
PET 6363 Dietary & Nutritional Supplementation Athletic Performance   3
PET 6366 Exercise, Nutrition and Weight Control   3
PET 6376 Sport Nutrition   3
PET 6381 Physiology of Neuromuscular Mechanisms   3
PET 6388 Cardiovascular Physiology   3
PET 6389 Physiological Aspects of Sport and Training   3
PET 6395 Program Design in Strength and Conditioning   3
PET 6515 Assessment and Evaluation in Sport and Exercise Science   3
PET 6521 Exercise Physiology Instrumentation   3
PET 6690 Exercise Prescription for Special Populations   3
PET 7365 Cardiovascular Dynamics During Exercise   3
PET 7368 Regulation of Metabolism During Exercise   3
PET 7387 Exercise Endocrinology   3
PET 7535 Research & Experimental Design in Exercise Physiology   3
PET 7939 Advanced Research Seminar   3

Higher Education track (See adviser for additional required courses)
EDH 7047 Diversity in Higher Education   3
EDH 7401 Higher Education and Public Policy   3
EDH 7405 Legal Issues in Higher Education   3
EDH 7934 Higher Education Literature, Research & Professional Writing 3
EDH 7066 Higher Education: Philosophical/Historical Perspectives   3
EDH 7508 Finance in Higher Education   3
EDH 7665 Higher Education Leadership   3
EDH 7636 Organizational Theory and Practices in Higher Education   3
EDH 7631 Managing Change, Conflict and Stability in Higher Education 3

Or one of the following approved electives:

EDH 7207 Curriculum, Instruction, Distance Learn in Higher Ed   3
EDH 7366 Assessment Practices in Higher Education   3
EDH 7208 International Perspectives of Higher Education   3

Instructional Design and Technology track (See adviser for any additional required courses)
Cognates or electives approved by adviser   9

IDS 6504 Adult Learning   3
IDS 6503 International Trends in Instructional Systems   3
EME 7634 Advanced Instructional Systems Design   3
EME 7942 Doctoral Internship in Educational Technology   3

Learning Sciences track (See adviser for additional details)
Students will select at least 2 courses from the following:
EME 6938 - ST: Research on Advanced Learning Technologies   3
EME 6938 - Theoretical Foundations of the Learning Sciences   3
EME 6938 - ST: Metacognition   3

ELECTIVES (6 Hours) Students will select at least 2 courses from the following disciplines:
Psychology (PSY)Statistics (STA) [*can include the SAS Data Mining Graduate Certificate (15 credit hours)*]
Philosophy and Cognitive Science (PHI) [*can include the Cognitive Sciences Graduate Certificate (18 credit hours)*] Computer Science (CS)Multidisciplinary Neuroscience Alliance (MDNA) interdisciplinary program

Mathematics Education track (See adviser for additional required courses)
MAE 7640 History of Mathematics Education   3
MAE 7795 Seminar on Research in Mathematics Education   3
MAE 7945 Internship in Mathematics Education   3
Electives   12

Methodology, Measurement, and Analysis track (See adviser for any additional required courses)
EDF 7427 Psychometrics   3
EDF 7405 Quantitative Methods II   3
EDF 7476 Advanced Research Methods   3
EDF 7406 Multivariate Statistics in Education   3
EDF 7474 Multilevel Data Analysis in Education   3
EDF 7415 Latent Variable Modeling in Education   3
EDF 7xxx Internship   3
Electives   6

Reading Education track (See adviser for additional required courses)
RED 7797 Theoretical Processes of Reading Comprehension   3
RED 7743 Reading and Writing Processes   3
RED 7648 Analysis and Evaluation of Trends and
Issues in Literacy Education   3
RED 7745 Research in Reading Education Seminar   3
RED 7697 Literacy for the Twenty-First Century   3
RED 7947 Internship in Reading Education   3-6
Electives (approved by the adviser)   9

Science Education track (See adviser for additional required courses)
SCE 7746 Teaching Theory and Research in Science Education   3
SCE 7145 Design of Postsecondary Science Curriculum   3
SCE 7242 Assessment in Science Teaching, Learning and Research   3

SCE 7864 Science, Technology and Society	3
SCE 7935 Special Seminar Professional Writing/	
SCE 7146 Professional Issues in Science Education	3
SCE 7942 Internship/Practicum in Science Education	
(K-12 or Community College)	6
Elective	3

Social Science Education track (See adviser for additional required courses)

SSE 7740 History of Social Studies Education Seminar	3
SSE 7796 Research in Social Science Education Seminar	3
SSE 7797 Content and Program Analysis in Social Science Education	3
SSE 7700 Critical Issues in Social Studies Teacher Education	3
SSE 7947 Internship in Social Science Education	3
Elective Course in the social sciences	6

TESOL (See adviser for additional required courses)

TSL 6643 Diachronic Analysis Second Language Acquisition Processes	3
TSL 6379 Second Language Literacy	3
TSL 6600 Second Language Vocabulary Acquisition	3
TSL 6252 Sociolinguistics for ESOL	3
TSL 7006 Second Language Teacher Education	3
Cognate Courses	9

Dissertation--24 Semester Hours (minimum)

Doctoral students must present a prospectus for the dissertation to the doctoral adviser, prepare a proposal and present to the dissertation committee, and successfully defend the final research submission with the dissertation committee.

Additional Program Requirements

Please note that individual tracks may have additional requirements, which are in a supplemental handbook for the specific track or specialization area. In the absence of a supplemental handbook, the requirements listed in the university catalog and this handbook are definitive. Supplemental handbooks must be in accordance with university, college, and program handbook and may not run counter to explicit statements contained herein.

Sample Plan of study

A sample plan of study below shows how a full-time student may complete the requirements in three years. However, we recognize that some students may take more than three years, depending on their research interest and dissertation design. If students have financial awards, they should investigate the length of time that the financial support will continue. Every attempt to complete

your degree should be made within the seven-year allotment (see additional detail regarding time limitations on page 28).

Year 1
Fall, Semester 1 (9 Credit Hours)
IDS 7501 Issues in Research in Education (3 Credit Hours)
EDF 7475 Qualitative Research in Education (3 Credit Hours)
Track Specialization (3-6 Credit Hours)
EDF 6401 if needed

Spring, Semester 2 (12 Credit Hours)
EDF 7403 Quantitative Foundations of Educational Research (3 Credit Hours)
Track Specialization (6-9 Credit Hours)

Summer, Semester 3 (9 Credit Hours)
EDF 7463 Analysis of Survey, Record, and Other Qualitative Data (3 Credit Hours)
Track Specialization (6 Credit Hours)

Year 2
Fall, Semester 4 (9 Credit Hours)
IDS 7500 Research Seminar in Education (3 Credit Hours)
Track Specialization (3-6 Credit Hours)

Spring, Semester 5 (9 Credit Hours)
IDS 7938 Research Cluster Seminar or Research Method Elective (3 Credit Hours)
IDS 7500 Research Seminar in Education (3 Credit Hours)
Track Specialization (3-6 Credit Hours)

Summer, Semester 6 (9 Credit Hours)
IDS 7502 Case Studies in Educational Research Design (3 Credit Hours)
Additional Research Methods (3 Credit Hours)
Track Specialization (3 Credit Hours)
Students will complete the comprehensive examination in late spring or summer of year 2. Students will also develop their dissertation committees in conjunction with their adviser and are encouraged to hold their formal dissertation proposal meeting by the end of summer year two.

Year 3
Fall, Semester 7 (12 Credit Hours-or variable)

Spring, Semester 8 (12 Credit Hours-or variable)
7980 Dissertation

Summer, Semester 9 (If additional Credit Hours are needed) students must be register for 3 semester hours in order to graduate during the semester in which they plan to graduate.
7980 Dissertation

Filing the Plan of Study

Students are required to file a plan of study developed with their adviser. The plan of study consists of all required coursework, the timeline, and the sequence of courses. The student, the student's adviser, and the track coordinator sign the plan of study. File the plan of study with CCIE Graduate Affairs during the first year of study in the Ph.D. program. While the plan of study provides for a rudimentary guide for the student's coursework, alterations to the plan of study are possible based upon the student's performance in the program during the qualifying process or during yearly evaluations of the student's progress or during the comprehensive examination.

The plan of study form is due by the end of the second semester and submitted to the CCIE Graduate Affairs office (ED 115). The adviser and the Associate Dean for Graduate Affairs and Faculty Excellence for the College of Community Innovation and Education approve all/any subsequent changes or deviations in the plan of study. In addition, the adviser approves course substitutions.

Examination Requirements

<u>Qualifying Exams</u>

Some tracks may require a qualifying exam or process, which is typically completed during the first year of study.

<u>Admission to Candidacy</u>

Before students can enroll in dissertation hours, they should have an approved committee on file with the College of Graduate Studies and must have successfully completed their comprehensive examination and have the results reported to the CCIE Graduate Affairs Office. This can be done via a letter from the adviser detailing time and date of the written and oral examination and those present at the oral examination indicating a grade for the examination, or the student can have the committee sign the comprehensive exam report form contained in this manual. Report candidacy exam results by completing the comprehensive exam report form found in Appendix B.

<u>Status as Candidate</u>

Students must continue to enroll for at least three semester hours of dissertation credit each semester after attaining candidacy status until the oral defense of the dissertation has been successful. Post-candidacy enrollment is allowed for a maximum of four years, subject to the seven-year time limitation.

<u>Candidacy</u>

To enter candidacy for the Ph.D. in Education, students must have an overall 3.0 GPA on all graduate work included in the planned program, pass all comprehensive examinations, and have an approved committee form on file.

Prior to filing for candidacy, the student must have completed all coursework (including Incomplete grades) in the plan of study with the exception of courses in which they are currently enrolled and expect to complete before beginning dissertation hours. A student not completing an incomplete grade within one calendar year will automatically receive the grade of "F" for the course.

Candidacy/Comprehensive Examinations

Prepare to take comprehensive examinations prior to admission to candidacy and in the last semester of coursework. The purpose of the Candidacy/Comprehensive Examinations is for the student to demonstrate a depth and breadth of knowledge in the field of study, including theory and research methodology. The student and adviser jointly schedule examinations. Complete the Comprehensive Examination application, Appendix B. Check the deadline and submit the completed form to the Graduate Affairs office.

Ph.D. in Education candidates complete a minimum of two examinations:
   a) 8-hour written examination
   b) 3-hour oral examination

The oral examination will take place after the committee has had an opportunity to read the written examination. The oral examination will provide the student the opportunity to clarify and/or expand their responses to the written examination.

Students must be enrolled in the university during the semester an examination is taken. The exact format of the examination will be determined by the student's committee and by faculty in that track.

A simple majority of the committee voting to pass the candidate is required for successful completion of the comprehensive examination, which signals the student's entry to candidacy.

In the judgment of the committee, if a student is successful in only one part of the examination (written or oral), the committee may require the student to retake the portion of the examination for which they were unsuccessful within one semester of the examination date. If the committee deems that the student is unsuccessful in the second attempt, it will be considered that they have failed the examination, and therefore must retake both parts of the examination no sooner than three months from the date of the original exam.

The committee will determine remediation subsequent to an unsuccessful examination. A remediation plan may include further coursework, independent study, and/or individual mentoring.

The student may retake a comprehensive examination once at the recommendation of the examining committee. A student will be placed in a non-degree status upon failure to complete the examination successfully the second time.

Comprehensive Examination Committee

Typically, the examination committee is composed of at least three members of the faculty in which the candidate is taking the majority of coursework. The committee chair must be a faculty member who holds graduate faculty status and is a faculty member in the track in which the student is studying. The chair may be the student's doctoral adviser or dissertation chair. In most cases, the dissertation advisory committee also constitutes the comprehensive examination committee. It is the responsibility of the chair to assemble appropriate questions based on the student's particular plan of study. It is appropriate for the chair to develop questions with input from the other committee members.

Dissertation Requirements

Dissertations are required in all tracks of the Ph.D. in Education program. College of Community Innovation and Education doctoral candidates will follow the current APA (American Psychological Association) guidelines and guidelines of the UCF Dissertation and Thesis Handbook: http://www.students.graduate.ucf.edu/ETD_process/.

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 at Completing Your Thesis or Dissertation.

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 at Formatting the ETD. 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, https://graduate.ucf.edu/thesis-and-dissertation/.

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.

Selecting a Dissertation Chair

Selection of a dissertation chair typically takes place in the latter part of the second year of study. Some students may have a particular faculty member in mind with whom they would like to work. A faculty member may request that a student work with him or her. A dissertation chair may or may not be the same person as the student's program adviser. A dissertation chair must have graduate faculty status at UCF and be a faculty member in the College of Community Innovation and

Education unless the track is a shared track with another college. There are several reasons why a dissertation chair and program adviser may not be the same person:

1. The program chair is not yet qualified to direct dissertations.
2. The student and program chair do not have the same research interests.
3. The student and program chair have personality differences, which would make working together on a dissertation a difficult task for both.
4. The student's program adviser is unable to direct a dissertation because of current load and responsibilities.
5. The track you are in may have a system of advisement that does not require a single person to be identified as your program adviser.

The Doctoral Program Track Coordinator and the appropriate adviser approve committee members. When you are ready to find a dissertation adviser, you should first discuss your need with your program adviser and with the Coordinator of the Doctoral Program. You may have a particular faculty member in mind with whom you would like to work. A faculty member might request that you work with him or her. That information should be shared with your program adviser and with the Coordinator of the Doctoral Program. The Coordinator will then initiate the Change of Adviser procedure. Changes in advisers must be approved by the Coordinator of the Doctoral Program and the appropriate Academic Unit Leader (e.g., Department Chair or School Director).

Clark (2007) stated, "like Yoda, a good advisor provides guidance, direction, wisdom, support, and vision—all of which can enable you to grow as a student and scholar" (p. 139).

Traits of Effective Dissertation Advisors

The best kind of dissertation advisor	Useful sources of information about potential dissertation Chairperson &/or Committee Members
1. He or she is well respected by colleagues and students.	Students who have graduated & ones currently working on their dissertations. Other faculty members whom you know well.
2. He or she is an expert in the field (or subject) of your potential dissertation study.	Evaluate the potential faculty members' courses & review their writings to see how pertinent they are to your topic.
3. He or she supports the research problem you have chosen and/or helps you find a more appropriate & achievable research problem.	Other students who have had this faculty member on their dissertation committee. Other professor whom know you well.
4. He or she will be available to give both verbal & written feedback promptly & at the time you need them.	Other students who are acquainted with the potential dissertation committee member's style & work.
5. He or she is a strong, convincing supporter of advisees & has the courage to defend students in front of other professors, which may be necessary during the research process & particularly at the end when the study is submitted for final evaluation.	Other students who have studied under the potential dissertation committee member & other faculty & staff whom he or she was worked with (e.*g., secretaries, technicians, graduate assistants*).
6. He or she is consistent in giving advice. Does *not* continually ask for revisions that are to contain new elements.	Other students who have worked with the potential dissertation committee member.

7.	He or she works amicably with other members of your dissertation committee. Helps you select suitable committee members.	Other students & faculty members who know you well & whose judgments you trust.
8.	He or she is responsive to your inquiries via telephone or e-mail & available to meet with you.	Your experience with the potential dissertation committee member (*e.g., Has he or she responded to your e-mails and/or telephone messages promptly?*).

Note. Adapted from *Theses and dissertations: A guide to planning, research, and writing* (2nd ed.), by R. M. Thomas and D. L. Brubaker, 2008, Westport, CT: Bergin and Garvey.

Roles & Responsibilities of Your Dissertation Chair (Butin, 2010)

1. Read your work
2. Offers constructive criticism
3. Be able to guide you when you are lost
4. Acts as your ally and buffer with your committee
5. Knows if your topic is feasible and valuable
6. Knows the pitfalls of your approach
7. Helps you even after you graduate (adapted from p. 30)

Selecting a Dissertation Committee

Once a student has a dissertation chair, then together they will select a dissertation committee. A dissertation committee will include a minimum of four faculty members, one of whom must be a faculty member from outside the student's program track. Students may have a maximum of seven members.

The selection of your committee members is a joint decision made by students and their dissertation chair. Committee members are typically selected because of their research interests and expertise related to the student's topic. Candidates are responsible for contacting the individual faculty members to see if they are willing to serve on their committee. The Doctoral Committee/Candidacy Status form requires a list of the committee members' names, committee members initial the form to indicate their approval to serve on the committee, and the department chair's signature for the faculty serving on your committee. The Doctoral Program Track Coordinator and the Department Chair or School Director must approve and the Associate Dean for Graduate Affairs and Faculty Excellence grants the final approval of a dissertation committee.

A dissertation topic choice drives the selection considerably, but so does the student's ability to work with the faculty. Students may consider with whom they have worked well in the past, what they believe are the most important characteristics of an adviser/committee, and choose a faculty member that encompasses some or all of those characteristics.

Sometimes students may have limited choices available for their committee; therefore, flexibility is important in these scenarios. Interdisciplinary topics may require more committee members from more than one department or college.

Dissertation Committee Selection (Joyner, Rouse, & Glatthorn, 2013)
1. Availability
2. Reputation for Responding Promptly and Constructively
3. Interest in Your Research Topic
4. Interpersonal Compatibility
5. Research Skills
6. Complementary (*chair is to complement you – what student lacks, the chair is able to supply*)

Committee Member & Student Responsibilities
Once a faculty member agrees to serve on a dissertation committee, he or she provides appropriate feedback to the student on the proposal and on the dissertation. Committee members are expected to attend a minimum of two committee meetings: (a) the proposal presentation and (b) the final dissertation defense. The committee members provide their feedback about the student's progress either directly or through the dissertation adviser. Agree upon procedural functions at the proposal presentation.

The role of a chair/adviser is to:
- Provide guidance.
- Respond to work from the student within a reasonable time.
- Be reasonably consistent in advice.
- Protect the student from unreasonable demands.
- Assist the student at those times when the voice of a faculty member advocate is necessary.
- Aid the student in pursuing the thesis/dissertation project.

Committee members may serve as experts in specific areas, such as methodology and/or the topic itself. The student is the author of their dissertation, but the committee will guide them in shaping their argument and content. In this sense, a dissertation is a collaborative work that evolves through discussion over time.

Student responsibilities to the committee:
- Perform tasks according to timeline.
- Do what you say will be done when promised (or explain why it cannot be done).
- Display integrity in research and writing.
- Maintain consistent communication with your committee on a monthly basis.
- Prepare documents for comments, suggestions, and feedback.
- Follow a method of presentation that effectively uses the adviser's and committee's time.
- Be reasonable in making demands on the time of the adviser and the committee.
- Show initiative, while being open to suggestions and to advice.

Dissertation Information

Dissertation Proposal (*UCF information*)

The dissertation proposal is a document, in which doctoral candidates share with their committee, which explains what they want to do for research, why they want to do it, and how they will do it. The proposal is not the first three chapters of their dissertation and should not be written with that thought in mind. The specific form of the proposal will vary at the discretion of the dissertation chair. The proposal will address the rationale for the study, a thorough literature review, a statement of the problem, the anticipated significance of the study, research questions, related hypotheses, procedures, target population/s, instrumentation, and data analysis. It is important that the student work closely with their dissertation adviser on specifics regarding proposal. Please be advised that some of the dissertation proposals may be written as part of the student's coursework in IDS 7502: *Case Studies in Research Design*. However, doctoral candidates must speak with their dissertation chair regarding proposal requirements specific to their track.

When doctoral candidates are ready to present their proposal to the committee, their adviser will work with them to find a time and place for your proposal presentation. Students should schedule a minimum of a two-hour block of time for the presentation of their proposal. Doctoral candidates should assume the responsibility of finding a convenient time and place for their committee to meet. Candidates can secure logistical and technological needs including a room for the meeting by working with the appropriate designee in the Dean's Office.

Once a committee has approved the proposal and signed the Dissertation Proposal Approval Form, the student should deliver it along with a copy of the proposal to the Graduate Affairs office in the Education Building, RM 115. Contact the Graduate Affairs Office for questions at: (407) 823-5369.

Dissertation Proposal (*in the literature*)

The dissertation proposal is a significant stage of the dissertation process. The dissertation proposal provides a rationale and road map to the dissertation study (Clark, 2007). The primary function or purpose of the proposal is to *argue* for the work of the topic selected for the thesis or dissertation. Its goal is to convince a knowledgeable audience that (a) the project is worth doing, and (b) the project can be done using the methods specified and the time allotted (Clark, 2007, p. 43; some adaptation of format).

In addition, Clark suggested that a dissertation proposal should **(a)** address a problem or question that other professionals (e.g., educators, researchers) have investigated unsuccessfully, **(b)** identify a "gap" in the literature and research that necessitates clarification, **(c)** conduct a study that needs to be replicated and/or modified, and **(d)** investigate and analyze data in a new way and/or test theory within a new context.

Joyner, Rouse and Glatthorn (2013) suggested that the requirements of a dissertation vary amongst universities and programs; however, most dissertation proposals include three major components: **(a)** introduction to the study (*Chapter 1*), **(b)** review of the literature (*Chapter 2*), and

(c) research design and methodology (*Chapter 3*). There are two types of dissertation proposals: **(a)** *the comprehensive proposal* and **(b)** *the working proposal* (Joyner et al., 2013). "The comprehensive proposal is a very detailed and full description of the proposed research. It essentially represents the first three chapters of your dissertation" (Joyce et al., 2013, p. 134). "The working proposal is a briefer form that has only enough detail to get you started in the research" (Joyce et al., 2013, p. 134).

Institutional Review Board and Proposal (IRB)
All dissertations that involve human subjects in collecting data, including surveys and interviews, must obtain approval from the IRB. **<u>Prior</u>** to starting any research involving human subjects (including projects completed in IDS 7500, IDS 7938, or independent projects) students must have IRB approval. IRB approval often takes three to four weeks, so planning is imperative. Failure to obtain proper approval could jeopardize the candidate's progress in the program. When your research is concluded, you must also **CLOSE** your research study with IRB. Visit the Office of Research at the University of Central Florida at www.research.ucf.edu and follow the Ethics & Compliance link for the online IRB Training Program. CCIE also has a dedicated Research Office for its students and faculty housed in the Education Complex building, Room 106: https://ccie.ucf.edu/research/.

Dissertation Registration
Dissertation research is a full-time effort, and post-candidacy enrollment in at least three doctoral dissertation (XXX 7980) credit hours constitutes full-time graduate status. Doctoral students who have passed candidacy and have begun taking doctoral dissertation hours (XXX 7980) must enroll in at least three dissertation hours each consecutive semester (including summers, without skipping a semester) until completion of minimum program coursework and dissertation hours. After which, with approval of the dissertation chair or adviser, students may enroll in a minimum of one dissertation hour per semester. Students who need to interrupt their dissertation work for extenuating circumstances must submit a Leave of Absence Form (See page 28 for additional details) to the College of Graduate Studies. Submission and approval of the form must be obtained prior to the first day of classes for the term of non-enrollment. Doctoral candidates do not have access to enroll themselves in dissertation hours without permission. Please contact a Graduate Coordinator in Graduate Affairs (ED 115) for access to enroll in dissertation hours each semester.

Dissertation Formatting
The Graduate Studies *Thesis and Dissertation Manual* describes UCF's formatting requirements for dissertations and outlines the steps graduate students must follow to submit their dissertations to UCF Graduate Studies for binding. Graduate students can obtain the manual from http://www.students.graduate.ucf.edu/ETD.

Additionally, the Thesis/Dissertation Editor maintains online workshops to inform graduate students about procedures, deadlines, and requirements associated with preparing a dissertation (https://graduate.ucf.edu/online-workshops/). Those students who have just passed Candidacy are strongly encouraged to visit the online offerings and workshop.

Doctoral students submit their dissertations electronically. Electronic thesis/dissertation (ETD) submissions are archived by the UCF library in digital format and will be more widely accessible.

In addition, students will have the opportunity to use video and audio clips as well as other formats that may be appropriate for their field of study.

All dissertations that use research involving human subjects, including surveys, must obtain approval from an independent board, the Institutional Review Board (IRB), for this prior to starting the research. Graduate students and the faculty that supervise them are required to attend training on IRB policies, so this needs to start well in advance of the research start date. It is imperative that you follow proper procedures when using human subjects in research projects. The Office of Research provides information about this process at: http://www.research.ucf.edu. Click on "Compliance" and the IRB Policy and Procedures Manual is available. In addition, should the nature of the research or the faculty supervision change since the IRB approval was obtained, then new IRB approval must be sought. Failure to obtain this prior approval could jeopardize receipt of the student's degree. Upon conclusion of your research study, **you must notify IRB to close your study**. This may be completed by sending IRB an email.

Dissertation Defense
A majority vote of the advisory committee constitutes final dissertation approval. Further approval is required from the Dean or Dean Designee of the College of Community Innovation and Education and the Dean or Dean Designee College of Graduate Studies before final acceptance of the dissertation in fulfilling degree requirements.

There are several steps within the defense procedure, and each one takes time. Candidates should schedule their final defense during the semester they intend to graduate. It is critical to plan each step so that all deadlines are met, including filing the Intent to Graduate Form through the Student Center on myUCF (See academic calendar for deadline for filing).

After feedback and approval of the document, candidates should submit copies of their completed dissertation to each committee member and the dissertation chair. Students are encouraged to work with their dissertation chair on a regular basis by submitting sections/chapters of their work, getting feedback, and making revisions along the way. The dissertation chair may want to submit chapters on a regular basis to committee members for feedback as well.

Remember, faculty members who serve on a committee are very busy people. Candidates must give faculty adequate time to read and react to your dissertation. The turnaround time of 10 to 14 days is minimal, so plan accordingly.

Doctoral candidates ready to defend their dissertation to their committee must take the responsibility for organizing the time of the defense. Students will secure a room through the Dean's Office in the College of Community Innovation and Education. Students should schedule at least a two-hour block of time for a final defense and keep in mind university deadlines. The Executive Conference Room (ED 306) is reserved for final dissertation defenses.

Doctoral candidates must submit a Dissertation Defense Announcement, at least two weeks prior to the meeting. For further details, contact a Graduate Coordinator in the Graduate Affairs office. Students are responsible for knowing and honoring all deadlines related to the final dissertation defense, including forms.

Students should make sure they have the signature form in the approved format and present it at the defense. The signature form can only be accessed by the candidate via the Thesis and Dissertation Services website at: https://graduate.ucf.edu/thesis-and-dissertation/. It is not necessary for the candidate to provide refreshments for the dissertation defense. Students should work with their adviser to submit their final dissertation to iThenticate (faculty who do not have an account can contact rcr-ucf@ucf.edu) and complete the associated form that is required for graduation – the Thesis/Dissertation Attachment.

Note: Poor planning of the defense, revisions and format review of the dissertation will delay your graduation!

Timelines
Meeting deadlines and creating deadlines are essential so doctoral candidates are not caught in a time bind which can prevent them from graduating. It is critical that the committee members have ample time to devote to reading and responding to the dissertation. All members of a committee have a vested interest in seeing the candidate submit their best work and want the final dissertation to be a work that will reflect well on the collective academic efforts.

Graduation
An 'Intent to Graduate' form must be submitted electronically on myUCF. The ability to file online opens at midterm of the semester prior to the semester of graduation. Intent to Graduate forms should be filed online no later than the last day of registration for the semester of graduation.

Overview of Process

The process of writing a dissertation consists of pre-dissertation activities (courses, readings, etc.); selection and definition of a topic (30%); research and analysis (35%); writing, revising, editing, and proofreading (35%); and acceptance by your committee.

Selecting a Topic

       Step 1

- Think about general areas of interest.
- Try to move from these general areas to specific topics.
- Begin building a file of research ideas.

       Step 2

- Review award-winning dissertations in your field or related fields.
- Review recent dissertations in your field at various universities.
- Ask your adviser or other faculty to recommend dissertations for you to review.
- Remember to ask them why they think these projects are good examples for you.

       Step 3

- Is there a need for research?
- Is the topic amenable to research methods?
- Can I finish it in a reasonable time?
- What possible outcomes of the research can I predict?
- Do I have the capabilities and interest to complete it?
- Does it offer room for professional development later?
- Does it make a contribution?
- Will the topic be acceptable to my adviser/committee?

       Step 4

- Plan a search strategy for your selected topics(s). (See your adviser or librarian for help)
- Define and redefine your topic(s) as completely as possible.

Preparing a Proposal

The proposal document varies by track, college, and by department. In general, it includes:
- Problem, hypothesis, or question
- Importance of research (why it is worthy of research)
- Significant prior related research
- Possible research design and methodology
- Potential outcomes of research and anticipated significance

Elements of a Dissertation Proposal (Clark, 2007, pp. 54-55)

1. **Establishing the Background & Context of the Research Problem or Question**
   a. Members of the dissertation committee may not be familiar with the topic you plan to address – by establishing the background & context, you are helping them understand why the problem or question you plan on discussing is relevant.
2. **Explaining the Problem, Issue, or Question Set Within the Context of the Field**
   a. What makes the topic significant?
   b. What other work has been done on the topic?
3. **Defining Key Terms**
   a. Each discipline uses particular terms, which may need explanation or clarification for a committee – defining these terms will enable your audience to understand their relevance to your project.
4. **Showing that the Proposal Writer is Familiar With Relevant Literature**
   a. A solid review of the literature will enable you to "***enter the conversation***" and help establish your credibility as a scholar.
5. **Explaining the Approach, Theory, or Method that will be Used**
   a. Why did you choose this particular approach, theory, or method?
   b. What makes it superior to others?
6. **Describing a Likely Structure for the Final Product that will be Written & Time Schedule for Completing the Project**
   a. A clear plan for completion indicates your thoroughness in envisioning the project, contributing to your credibility.

Organizing a dissertation

The dissertation varies by college and by department. In general, it includes:
- Introduction
- Review of research/literature
- Research methods
- Results
- Analysis of results
- Summary and Implications
- Dissertations may be organized in nontraditional formats as indicated in the Dissertation Manual and pending committee approval

Format Guidelines are published in the Dissertation Manual Provided by UCF's College of Graduate Studies.

Budgeting your time

- Determine how many hours per day/week and the times of the day you are available to work on your dissertation.
- Determine where you will work and organize you work area(s). Decide how you will keep your records. Documentation/references are not an afterthought. Reliable citations = credibility. Review your past work and note areas in project management in which you can improve. Prepare an overview schedule for the dissertation. Try to plan for continuous progress based on the hours/times you are available to work on your thesis/dissertation.
- Prepare a more detailed schedule for each major part of the dissertation.
- Decide whether to delegate any of the tasks (for example: editing, proofreading, word processing, copying, research, preparation of figures).
- Consider possible problems (lost work, unforeseen data, delays of reviews, faculty unavailable, family events, holidays, etc.) and how you might avoid or remedy them. Ask your adviser to review your plan and provide suggestions.
- Evaluate your plan as you use it; revise it when necessary.

Questions/Problems

- Talk with your adviser about the topic.
- Talk with your graduate coordinator regarding registering for hours/forms.
- Talk with other graduate students.
- Learn to adapt your work in the least time-consuming way.
- Accept that unavoidable delays occur, and revise your plan accordingly.

The College of Graduate Studies at UCF is the home of the Electronic Thesis and Dissertation (ETD) department that offers support to graduate students working on a thesis or dissertation. They review your dissertation manuscript to be certain it meets UCF formatting requirements and they assist you in submitting your final copy. https://ww2.graduate.ucf.edu/ETD_Student_Services/

<div align="center">**General Program Policies**</div>

Continuous Enrollment and the Leave of Absence Form

Graduation policy allows students to fulfill degree requirements as listed in the UCF Graduate Catalog during the student's most recent period of continuous attendance. Students are expected to be continuously enrolled each semester, including summer terms. If for any reason a student cannot be continuously enrolled, they must submit a Leave of Absence Form. Failure to do so will jeopardize a student's standing in the program. More information regarding a leave of absence can be viewed at: http://catalog.ucf.edu/content.php?catoid=12&navoid=911#special-leave-of-absence

Dissertation research is considered to be a full-time effort, and post-candidacy enrollment in at least three doctoral dissertation (XXX 7980) credit hours constitutes full-time graduate status. Doctoral students who have passed candidacy and have begun taking doctoral dissertation hours (XXX 7980) must enroll in at least three dissertation hours each semester (including summers, without skipping a semester) until completion of minimum program coursework and dissertation hours. After which, with approval of the dissertation chair or adviser, students may enroll in a minimum of one dissertation hour per semester. Candidates who need to interrupt their dissertation work for extenuating circumstances must submit a Leave of Absence Form to the College of Graduate Studies. Submission and approval of the form must be obtained prior to the first day of classes for the term of non-enrollment.

Time Limitation
A student has seven years from the date of the earliest doctoral program coursework to complete the dissertation. If the seven-year limit is exceeded, the candidate must submit an appeal that may or may not grant the candidate the opportunity to continue. In some cases, the candidacy examinations as well as coursework may need to be updated and/or repeated.

Residency Requirement
Each student shall complete at least two contiguous resident semesters in full-time graduate student status during the first two semesters of study. Fall of the first semester must include IDS 7501 and EDF 7475. It is highly recommended that students maintain full-time study for the duration of their degree program. "Full-time" for doctoral programs in the College of Community Innovation and Education is defined as being enrolled for a minimum of nine hours per semester, and a minimum of six hours in the summer. More importantly, research indicates that students who immerse themselves in full time study with faculty tend to be more successful in completing their graduate training and experience greater success in their faculty positions. Some tracks require full time study for the duration of the degree.

<div align="center">**Degree Requirements**</div>

Prerequisites

Master's degree in education, or related field, with an emphasis related to one of the 14 tracks in the Ph.D. program:

Counselor Education; Early Childhood; Elementary Education; Exceptional Education; Exercise Physiology; Higher Education; Instructional Technology; Mathematics Education; Methodology, Measurement and Assessment; Reading Education; Science Education; Social Science Education; and Teaching English to Speakers of Other Languages (TESOL) including master's level competency in educational research and statistics.

Transfer Credit

The number of transfer credit hours applied to the course requirements for a doctoral degree may not exceed nine semester hours. Transfer credit may include only graduate hours awarded by an accredited institution toward post-master's degree work. The transfer credit allowed will be determined on a case-by-case basis by the graduate adviser and the Associate Dean for Graduate Affairs and Faculty Excellence. Post-master's degree credit taken at UCF prior to admission as a post-baccalaureate student is treated the same as transfer credit in determining number of hours that can be brought into the doctoral program.

GPA in Plan of study

A graduate student's GPA is calculated by all courses taken in the graduate program. A minimum 3.0 GPA is required to maintain graduate student status and qualify for graduation.

In any term where the GPA drops below a 3.0, the student is placed on academic probation for a maximum of 9 semester hours. If the student has not attained an overall graduate GPA of 3.0 in the plan of study at the end of the 9 semester hours, they will be reverted to non-degree status (dismissed).

Individual tracks may have specific requirements with regard to academic status within the track. Please see your adviser for more information regarding your specific track.

No graduate level courses with a grade of "D" or lower are acceptable in a plan of study. In addition, no undergraduate courses or graduate transfer courses with a grade of "C" or lower or are acceptable in the plan of study. Students cannot alter their plan of study due to poor academic performance.

Graduate students whose overall GPA falls below 3.0 will be dismissed from their program.

Maximum Hours of Unsatisfactory Grades
A student may earn a maximum of 6 semester hours of "C" grades in the plan of study. The final plan of study may not contain unresolved "I" (incomplete) grades. A student can repeat a course to provide a better grade; however, **there is no forgiveness policy on graduate grades.** Both grades are included in the GPA in the plan of study. Exceeding 6 semester hours of unsatisfactory (more than 6 semester hours of "C" or unresolved "I") grades is reason for program dismissal.

Some tracks may have qualifying courses in which a grade of "C" is unsatisfactory for continuation in the Ph.D. in Education. In such instances, the student will be reverted to non-degree status.

Review of Performance
The primary responsibility for monitoring performance standards rests with the degree program. However, the college and university may monitor a student's progress and may revert any student to non-degree status if performance standards as specified above are not maintained. Satisfactory academic progress in a program also involves maintaining the standards of academic and professional integrity expected in a particular discipline or program. Failure to maintain these standards may result in termination of the student from the program.

A degree program may revert any graduate student to non-degree status at any time when, in its judgment, the individual is deemed incapable of successfully performing at required standards of excellence. If a student is reverted to non-degree status, reinstatement to graduate student status can occur only through a formal appeal process.

Appeals Process
When unusual situations arise, a petition is required for exceptions to policy. Requests are made in writing for consideration of exceptions to procedures or rules established within the 13. Use a petition for this request. The adviser and Ph.D. program track coordinator present a recommendation on the petition to the college admission and retention committee to examine the necessary information. If the exception is solely to a Ph.D. in Education or track policy or rule, the petition is resolved internally in the college. If the petition concerns a university policy, it is forwarded to the College of Graduate Studies for final review and recommendation. Should the student wish to appeal the decision of the college or of Graduate Studies, the student may request in writing to the appropriate committee. The Graduate Appeals Committee is the final authority on petitions.

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.

Students may inquire about these opportunities at the following offices:

Fellowships Office

(Millican Hall 230) — 407-823-2766, Fax: 407-823-6442; e-mail address: gradfellowship@ucf.edu; website: https://ww2.graduate.ucf.edu/ETD_Student_Services/

Student Financial Assistance Office

(Millican Hall 120) — 407-823-2827; website: finaid.ucf.edu

Some on-line financial aid information web pages are available for specific information concerning financial aid, grants, and fellowships:

Financial Aid Information
www.finaid.org

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

Graduate Fellowships/Waiver

The College of Graduate Studies provides support for graduate students through assistantships, tuition, and fellowships. UCF graduate students may be employed by their department as a Graduate Teaching Assistant, Graduate Research Assistant, or Graduate Assistant. All applicants are considered for Graduate Fellowships when their application to the graduate program is complete. Some fellowships are awarded before the final application deadline. It can be noted that deadlines include the date of December 20, for best consideration for fellowships.

Fellowships Program Assistant: (407) 823-6497

Assistantship/Fellowship Procedures

Graduate students supported by assistantships must see their track coordinator to fill out their employment contract form. If tuition waivers are included, then they must also fill out a Graduate Tuition Fee Waiver Request Form with their track coordinator before the new semester begins and attach the employment contract to it (PAF). This should be done before fees are paid; for continuing students, this should be done before the new semester begins. Paychecks are delayed when these arrangements are not made prior to the beginning of the semester.

Students interested in financial support through Education fellowship programs must have complete applications on file by the December 20 priority deadline. Fellowship awards are granted through nomination of your program and are based on outstanding academic merit. Graduate assistantships may be granted for those who apply by January 15 for the following academic year.

Students hired as graduate teaching assistants must complete the University of Central Florida's graduate assistants training program and the Legal Module prior to assuming the role of Graduate Teaching Assistant. To qualify as a GTA Associate, students must complete the GTA Grader and Assistant online modules, as well as the GTA Associate online module in UCF Webcourses and attend an all day, face-to-face workshop presented by the Faculty Center for Teaching and Learning that takes place the week before classes begin. The Faculty Center for Teaching and Learning will be hosting one face-to-face workshop prior to the start of the Fall and Spring terms. Registration information is below. Students must register in advance for the all-day face-to-face workshop in UCF Webcourses. International students, for which English is a second language, must demonstrate proficiency through examination administered through the Graduate Office. More information about each of the trainings and requirements is available at: https://graduate.ucf.edu/assistantships/#GTA Training

Fellowships

All graduate students who are receiving fellowships should register as early as possible, and contact the Fellowships Coordinator (gradfellowship@ucf.edu) to ensure that arrangements are made to receive proper payment.

The university awards more than $2 million in fellowships each year. Some fellowships are selected based on academic merit; others are available only to minority applicants or those who can demonstrate financial need. A number of fellowships are selected by college nominations; however, others require a fellowship application. Refer to the description of each fellowship's requirements for more information.

Fellowship information is available from several sources. Program and graduate coordinators and other interested faculty may be contacted for specific opportunities related to their fields of study. Published fellowship deadlines are approximate and subject to change. A listing of fellowship opportunities and application materials offered by the university to graduate students is available on the College of Graduate Studies http://catalog.ucf.edu/content.php?catoid=12&navoid=948.

Books, such as the Graduate Scholarship Directory, listing fellowship opportunities are available at the Reserve Desk of the Library for students to review.

International students receiving fellowships are subject to up to 14 percent withholding on their fellowship checks. International students must obtain either a Social Security Number (SSN) or an Individual Tax Identification Number (ITIN) prior to receipt of a fellowship. Further information on this issue can be obtained from International Student Services.

Need-Based Fellowships

For need-based fellowships, students must complete the Free Application for Federal Student Aid (FAFSA).

This application may be completed on-line at FAFSA Express https://finaid.ucf.edu/applying/fafsa/. International students are not eligible for need-based support.

Students must have unmet need as determined by the FAFSA to be eligible for need-based awards. Graduate students who receive need-based awards (such as the Incentive Fellowship or Work

Fellowship) should be aware that the amount they receive is dependent on their need. If tuition waivers, other fellowships, or assistantships are granted after being awarded a need-based fellowship, then the total financial package may have to be adjusted to satisfy federal requirements.

General Fellowship Requirements

UCF fellowships are not awarded in conjunction with other fellowships, and students are eligible to receive a given fellowship only once (with the exception of the Work Fellowship). Students must be regularly admitted graduate students by the time the fellowship is awarded in order to receive the funds, except in the case of Summer Mentoring Fellowships, which can be awarded to provisionally admitted students.

Academically, most fellowships require a GRE score of at least 1000 and a 3.0 grade point average in the last 60 attempted semester hours of undergraduate study. Each fellowship has different specific requirements.

Progress for Fellowship Recipients

Fellowship recipients are required to be in good standing and make satisfactory academic progress to continue to receive a fellowship award. To be considered in good standing a fellowship recipient is required to maintain the standards listed below. Failure to meet any one of these standards will cause cancellation of the fellowship. An exception of this policy may be granted by the Office of Graduate Studies after review of evidence of mitigating circumstances presented by the student.

- Students must be fully accepted into a graduate degree program at UCF.

- Students must enroll and maintain nine graduate hours or three dissertation hours each semester of the award.

- Students must maintain a minimum grade point average of 3.0 each term of the award.

- Students must receive a satisfactory progress report from their academic adviser each term of the award.

- Students cannot receive a grade of incomplete ("I") and continue to receive the award.

Tuition Waivers

Full-time (regularly or conditionally, not provisionally or restricted) accepted graduate assistants are eligible to receive tuition waivers for part of their tuition costs. Students should contact the departmental program coordinator and fill out a Request for Tuition Waiver Form when they register for classes. Fee waiver monies are used to assist graduate students to progress toward their degrees. In-state tuition waivers are available for qualified Florida residents. Out-of-state tuition waivers are offered to qualified non-Florida residents. Part-time graduate students and post-baccalaureate students are not eligible to receive tuition waivers.

Graduate Teaching and Research Assistants

Graduate Teaching and Research Assistants must be enrolled full-time (nine credit hours in the fall and spring terms and six credit hours in the summer) to receive a tuition waiver. Students taking

only thesis or dissertation hours are required to be enrolled in at least three hours of thesis or three hours of dissertation to be considered full-time and receive a tuition waiver after all required course work and minimum thesis/dissertation hours are taken. Graduate Teaching and Research Assistants who are pursuing a non-thesis option and are in their graduating semester, as determined by their college may receive tuition payments paid by the college to Student Accounts. Full-time graduate teaching and research assistants and associates are eligible for FICA and FUTA exemptions if they are enrolled at least half time, regardless of the hours worked. This chapter has more details under "FICA/FUTA Exemption Guidelines".

Rules that Govern the Use of Tuition Waiver Monies for Graduate Students Are:

- Graduate students must be full-time students (defined above) and in good standing with a graduate GPA of 3.0 or higher. The student must be enrolled in classes full-time for the term in which they receive the waiver and employed as a graduate teaching or research assistant for at least 10 hours/week (0.25 FTE) on average, or receiving a fellowship in the amount of $3250 or higher for the academic year.

- If more than one academic unit employs a student who creates the waiver, the waiver money generated by the student is credited to both units proportional to the contribution of the student stipend.

- The units of those students on fellowships will receive credit for the waiver generated by the fellowship student.

- Fee waiver money is to be allocated to the colleges and institutes, rather than administrative offices such as Academic Affairs, Student Development and Enrollment Services, etc. Graduate students who work in these offices should request tuition waiver support from the Office of Graduate Studies (MH 230).

- If a student drops a course for which a fee waiver has been received but remains full-time, the waiver money received for the class must be returned to the University. Holds on student records will prevent students from registering for classes, receiving transcripts, or receiving grade reports until the money is returned.

- If a student drops a course for which a fee waiver has been received and becomes part-time as a result, all waiver money must be returned to the University. Any such funds will be reallocated to the unit from which they originated. Holds on student records will prevent students from registering for classes, receiving transcripts, or receiving grade reports until the money is returned (in extreme cases, a student may petition for an exception to this).

- If a graduate student assistant is dismissed or resigns at any point during the semester, tuition waiver funds received by the student must be returned to the University.

- Waiver money is only provided for courses taken as necessary for progress toward a student's graduate degree.

- Waiver money is limited to 9 terms for master's students, 12 terms for doctoral students beyond the master's degree, or 21 terms for doctoral students without a master's degree.

Student Loans

Graduate students are eligible to apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) from the Office of Student Financial Assistance (AD 120). Applications received before March 1 are considered for a Perkins Loan or Federal Work Study. Qualified graduate students are eligible for the Federal Stafford Loan, the Perkins Loan, and the Federal Work Study Program. Short-term loans are also available for graduate students.

In order to be eligible for a Federal Stafford Loan, graduate students must be degree seeking, enrolled at least half-time at UCF, and maintain academic progress. The maximum subsidized loan amount for graduate students is $8,500. An Entrance Interview is required of first-time borrowers at UCF.

To obtain a loan, students must not be in default on any educational loan or owe repayment on a grant at this or any other institution. If you are a student transferring to UCF after the Fall term (Spring or Summer), you must provide the UCF Office of Student Financial Assistance with a financial aid transcript from the school attended during the previous term(s), either Fall and/or Spring. Only U.S. citizens or eligible non-citizens (e.g., resident aliens) are eligible for Stafford Loans. In order to be eligible for Perkins Loans, students must be enrolled at least half-time at UCF.

Short-term loans are available to cover books and supplies, or for unexpected emergencies. This loan is not for tuition and fees. These funds are normally available within 3-4 working days after application processing once classes have begun. Students may request up to $600; more may be obtained for graduate students only under special conditions that generally are recommended by Graduate Studies.

Non-degree-seeking students are not eligible for student loans. However, "5B" students are eligible. "5B" students are non-degree students who are seeking first-time teacher certification in the College of Community Innovation and Education.

Students are encouraged to refer to the following website for additional financial aid information: http://finaid.ucf.edu/

Additional Financial Resources

https://graduate.ucf.edu/ucf-funding/

Graduate Student Associations

For information regarding associations for Education PhD students visit the Clubs and Organizations webpage.

Graduate Student Association (GSA)

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 www.ucfsga.com/graduate-student-association/

Professional Development

Frequently, opportunities are available for informal learning throughout campus. Various speakers visit campus yearly and it is hoped that you take advantage of this academically rich environment. There are a number of centers, institutes, and campus-wide offices that offer regular activities and resources that can expand your personal or professional development. The following is a partial list of some of these that you may wish to investigate further for your enrichment:

- Professoriate Program, sponsored by Faculty Center for Teaching and Learning

- GTA Certificate Program, sponsored by Faculty Center for Teaching and Learning

- Career Services and Experiential Learning

- Graduate Student Association Seminar Series

- Graduate Research forum, sponsored by the College of Graduate Studies

- Facilitate summer internships for graduate students and inform students of such opportunities

- Toni Jennings

- Chi Sigma Iota

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 https://graduate.ucf.edu/pathways-to-success/

Job Search

For information regarding employment opportunities and resources for Education PhD students visit the Employment webpage.

Forms

- [College of Graduate Studies Forms](#)
  A listing of general forms and files for graduate students including student services and records and graduation forms.

Useful Links

- [Pathways to Success](#)

- [Ph.D. in Education Website](#)

- [Graduate Student Center](#)

- [UCF Graduate Catalog](#)

<center>**Other University Information**</center>

UCF ID & NID

Each active student is assigned a unique UCF Identification (UCF ID) that serves as your student identifier.

Your Network ID (NID) is the key to accessing the UCF computer network, the Internet, the library, and a world of cyber information. Your NID is the same for each system. You will be required to change your NID password every 60 days. Your NID is your "access code" to myUCF. You can find all pertinent personal UCF information including your course schedule, holds, financial information, registration times, degree audit, and adviser contacts on myUCF in the Student Center.

Schedule of Classes

Available on-line at https://my.ucf.edu. Find the class schedule by logging in to your Student Center or look for the class schedule search link under the Helpful Resources box on the myUCF homepage.

Registration

Students must register for courses through their Student Center by logging into the myUCF homepage. If you need assistance with registration in a course that is closed or requires special permission, please contact the instructor of the course or the Graduate Affairs office at (407) 823-5369.

Registration is by appointment time each semester. You may register any time after your assigned appointment time. To find your appointment time, log in to your Student Center through your myUCF and look for the Enrollment Appointment box on the right side of the screen.

Holds

Holds placed on students' records for transcripts, grades, or registration because of financial or other obligations to the university. To obtain a release on financial holds, payment must be made online through your Student Center or at the Cashier's Office in Millican Hall (MH 111).

To release any other holds, please refer to the holds area of your Student Center on your myUCF account for further details.

Fee Payments

All graduate students must pay their tuition and fees by the date specified on the academic calendar. It is important to do this, as students will be dropped for non-payment from courses after this time. If a department or college has not recorded tuition waivers by then, students must pay all tuition and fees. If a department or college has waived partial tuition and it is recorded, then students must pay the remainder of the tuition owed and all of the fees by the end of add/drop. It is important for

graduate students to register early to provide the department or college enough time to record tuition waivers.

Student Records

Student records submitted to the university become the property of the university and cannot be returned to the student or released to a third party. Copies of student records can be released if a written request signed by the student is received by Graduate Studies (MH 230).

Withdrawals

Students may withdraw from courses after the end of add/drop. The withdrawal time period begins the first business day after add/drop through the date specified in the UCF academic calendar as the deadline for withdrawals. This date is normally the midpoint of the semester. Students wishing to withdraw from a class may do so via their Student Center on their MyUCF account.

Knights E-mail Accounts

Creating your account: https://knightsemail.ucf.edu/Images/Knights%20Email%20Creation.pdf
Access your account: http://www.outlook.com/knights.ucf.edu
Helpdesk: (407) 823-5117

Students have access to a free email account. Knight's email is UCF's campus-wide email server. Knight's mail is the official way of communication at UCF. For help with log in or password information, please call the help desk.

Student Health Center

https://studenthealth.ucf.edu
Phone: (407) 823-2701

In order for a student to register, the State University System of Florida requires that all students born AFTER 1956 to present documented proof of immunity to measles (rubella). All students UNDER the age of 40 must present documented proof of immunity to rubella (German measles). All students (REGARDLESS OF AGE) must submit a signed medical history form.

Please refer to the immunization form for specific details of requirements and acceptable documentation. If you have questions, contact the Immunization Coordinator, Student Health Services.

UCF Card

https://ucfcard.ucf.edu/
Phone : (407) 823-2100

While you are a student, you will need your official UCF student ID. The UCF Card Office is where all UCF ID Cards are made. The UCF Card is used as an ID card, library card, an ATM card, and a smart-chip cash card. The Card office is located in the John T. Washington center, directly across from the UCF Bookstore.

Parking

http://www.parking.ucf.edu/
Phone: (407) 823-5812

All vehicles parked on campus, including evening students' vehicles must be registered with the Parking Services Office and display the appropriate permit or decal. Decals can be purchased at: www.parking.ucf.edu/

Parking Services offers assistance to motorists, including battery jump-starts and unlocking car doors. Office hours are 7:30 a.m. to 6 p.m. Monday - Thursday and 7:30 a.m. - 5 p.m. on Friday. Visit Parking Services on-line at www.parking.ucf.edu/

Visitor Information Center

Phone: (407) 823-2131

To park on campus without a permit, purchase a daily permit at the Visitor Information Center (VIC) across from the Administration Building or from any of pay-and-display machines on campus. Daily permits are valid only in student lots. The VIC is open 7 a.m. to 8 p.m. Monday - Friday, and 7:30 a.m. to 4 p.m. Saturday.

Academic Records

Under the provisions of the **Federal Educational Rights and Privacy Act of 1974 (FERPA)**, you have the right to withhold the release of the following items designated by UCF as "**Directory Information**"
- Name
- Current mailing address
- Telephone number
- Date of birth
- Major field of study
- Dates of attendance
- Enrollment status
- Degrees and awards received
- Participation in officially recognized activities and sports

- Athletes'; height and weight

Unless otherwise indicated, these information items may be released at the discretion of the University.

The University will honor your request to withhold "Directory Information" until such time as you request that your order to withhold "Directory Information" be rescinded. Until such rescindment is affected, the University will continue to withhold such information, even after your enrollment has terminated.

The Graduate Affairs office coordinates graduation certification for College of Community Innovation and Education graduate students, processes record petitions/appeals of graduate requirements and policies, processes change of grade requests, and serves as the point of contact for students, faculty, staff, and the public regarding graduate studies in the College of Community Innovation and Education at UCF, https://ccie.ucf.edu/ or 407-823-5369.

Appendix A:
Ph.D. in Education Programs of Study

University of Central Florida | College of Community Innovation and Education
Education PhD Program of Study

Track: <u>Counselor Education</u>   □ Initial □ Revision

Student's Name: _____ UCFID: _____ Admission Term: _____

Prefix/ Number	*Course Title*	*Sem Hrs*	*Sem/yr (ex. Fall '17)*	*Grade*	*Course subs/ Notes/transfers*
PREREQUISITES *(if necessary)*					
_____ _____		___	_____	_____	_____
Area I. RESEARCH CORE I (18 Hours)					
IDS 7501	Issues and Research in Education	3	_____	_____	_____
IDS 7500	Research Seminar in Education (taken twice)	6	_____	_____	_____
EDF 7475	Qual. Res. in Ed.	3	_____	_____	_____
EDF 7403	Quant. Found. of Ed. Res.	3	_____	_____	_____
EDF 7463	nalysis of Survey	3	_____	_____	
				Area I Total_____	
Area II. RESEARCH CORE II (6 Hours)					
IDS 7502	Case Studies in Research Design -				
OR Approved Research Elective		3	_____	_____	_____
EDF 7406	Multi Stat in Ed.				
OR Research Methods Elective		3	_____	_____	_____
				Area II Total_____	
Area III. SPECIALIZATION (24 Hours)					
MHS 7406	Advanced Theories in Couns.	3	_____	_____	_____
MHS 7801	Advanced Practicum	3	_____	_____	_____
MHS 7700	Literature and Leadership in Couns. Ed.	3	_____	_____	_____
MHS 7311	Schol. and Ex. Funding in Couns. Ed.	3	_____	_____	_____
MHS 7611	Supervision in Counselor Ed.	3	_____	_____	_____
MHS 7808	Internship – Couns. Supervision	3	_____	_____	_____
MHS 7730	Research Sem. in Counselor Ed.	3	_____	_____	_____
MHS 7497	Advanced Multicultural Counseling	3	_____	_____	_____
				Area III Total_____	
Area IV. INTERNSHIP (6 Hours)					
MHS 7840	Counselor Education Internship	6	_____	_____	_____
				Area IV Total_____	

Area V. COMPREHENSIVE EXAMINATION: Must be successfully completed prior to Dissertation Hours
At the start of the semester you will take comps, please notify the track coordinator as well as the Graduate Coordinator in ED 115.
Note: Per University policy, students must be enrolled in coursework the semester of comps, although course credit is not earned for Comps.

SEMESTER: _____

Area VI. DISSERTATION (24 min Hours divided across semesters, as needed)

MHS 7980	Dissertation	___	_____	_____	_____
MHS 7980	Dissertation	___	_____	_____	_____
MHS 7980	Dissertation	___	_____	_____	_____
				Area V Total_____	

Total Program Hours _____

_____   _____ _____
Student Signature   Date   Faculty Adviser   Date

_____   _____
PhD Track Coordinator   Date   Date Received by CCIE Graduate Affairs

University of Central Florida
College of Community Innovation and Education
Education PhD Program of Study

Track: <u>Early Childhood</u> □ Initial □ Revision

Student's Name: _____ PID: _____ Admission Term: _____

Prefix/ Number	*Course Title*	*Sem Hrs*	*Sem/yr (ex. Fall '14)*	*Grade*	*Course subs/ Notes/transfers*
Area I. PREREQUISITES *(if necessary)*					
_____	_____	___	_____	_____	____
				Area I Total_____	
Area II. RESEARCH CORE I (18 Hours)					
IDS 7501	Issues and Research in Education	3	_____	_____	_____
IDS 7500	Research Seminar in Education (taken twice)	6	_____	_____	_____
EDF 7475	Qual. Res. in Ed.	3	_____	_____	_____
EDF 7403	Quant. Found. of Ed. Res.	3	_____	_____	_____
EDF 7463	Analysis of Survey	3	_____	_____	_____
				Area II Total_____	
Area III. RESEARCH CORE II (6 Hours)					
IDS 7502 Case Studies in Research Design OR Approved Research Elective		3	_____	_____	_____
EDF 7406 Multi Stat in Ed. OR Research Methods Elective		3	_____	_____	_____
Area IV. SPECIALIZATION (15 min Hours)					
EEC 7058	Theoretical Foundations of Early Childhood	3	_____	_____	_____
EEC 7673	Prof. Publishing & Grant Writing	3	_____	_____	_____
EEC 7055	Advocacy, Public Policy, & Program Eval	3	_____	_____	_____
EEC 7409	Current Trends in Child, Fam, & Comm Sc	3	_____	_____	_____
EEC 7676	Critical Analysis of Early Child.Research	3	_____	_____	_____
Area V. INTERNSHIP (6 min Hours)					
EEC 7945	Early Childhood (teaching & supervision)	3	_____	_____	_____
EEC 7948	Early Childhood (internship in research)	3	_____	_____	_____
				Area V Total_____	
Area VI. DISSERTATION (24 min Hours)					
EEC 7980	Dissertation	___	_____	_____	_____
EEC 7980	Dissertation	___	_____	_____	_____
EEC 7980	Dissertation	___	_____	_____	_____
				Area VI Total_____	

Total Hours_____

_____   _____ ____
Student Signature   Date   Faculty Adviser   Date

_____   _____
PhD Track Coordinator   Date   Date Received by CCIE Graduate Affairs

University of Central Florida
College of Community Innovation and Education
Education PhD Program of Study

Track: Elementary Education   □ Initial □ Revision

Student's Name: _____ PID: _____ Admission Term: _____

Prefix/ Number	*Course Title*	*Sem Hrs*	*Sem/yr (ex. Fall '14)*	*Grade*	*Course subs/ Notes/transfers*

Area I. PREREQUISITES *(if necessary)*

_____   _____   ___   _____   _____   _____

Area II. RESEARCH CORE I (18 Hours)

IDS 7501 Issues and Research in Education	3	_____	_____	_____
IDS 7500 Research Seminar in Education (taken twice)	6	_____	_____	_____
EDF 7475 Qual. Res. in Ed.	3	_____	_____	_____
EDF 7403 Quant. Found. of Ed. Res.	3	_____	_____	_____
EDF 7463 Analysis of Survey	3	_____	_____	_____

Area II Total_____

Area III. RESEARCH CORE II (6 Hours)

IDS 7502 Case Studies in Research Design
OR Approved Research Elective   3   _____   _____   _____
EDF 7406 Multi Stat in Ed.
OR Research Methods Elective   3   _____   _____   _____

Area III Total_____

Area IV. SPECIALIZATION (6 Hours)

Philosophical Fnd. for studies in Ed.   3   _____   _____   _____
Writing for Prof. Pub. In Ed.   3   _____   _____   _____

Area IV Total_____

Area V. ELECTIVES (12 Hours)

Four additional courses (12 SH) in one or more areas including Science Education, Literacy Education., Technology Education, or Arts Education with one course from outside the college in a related field of study.

Additional Courses_____   3   _____   _____   _____
Additional Courses_____   3   _____   _____   _____
Additional Courses_____   3   _____   _____   _____
Additional Courses_____   3   _____   _____   _____

Area V Total_____

Area VI. INTERNSHIP (3-6 Hours)

EDE 6946 Elementary Education Intern.   3-6   _____   _____   _____

Area VI Total_____

Area VII. DISSERTATION (24 min hrs.)

EDE 7980 Dissertation   ___   _____   _____   _____
EDE 7980 Dissertation   ___   _____   _____   _____
EDE 7980 Dissertation   ___   _____   _____   _____

Area VII Total_____

Total Hours_____

_____   _____ ____
Student Signature   Date   Faculty Adviser   Date

_____   _____
PhD Track Coordinator   Date   Date Received by CCIE Graduate Affairs

University of Central Florida | College of Community Innovation and Education
Education PhD Program of Study
Track: <u>Exceptional Education</u>   □ Initial □ Revision

Student's Name: _____ UCFID: _____ Admission Term:_____

Prefix/ Number	Course Title	Sem Hrs	Sem/yr (ex. Fall '17)	Grade	Course subs/ Notes/transfers
Area I. PREREQUISITES *(if necessary)*					
_____	_____	___	_____	_____	_____
					Area I Total_____
Area II. RESEARCH CORE I (18 Hours)					
IDS 7501	Issues and Research in Education	3	_____	_____	_____
IDS 7500	Research Seminar in Education (taken twice)	6	_____	_____	_____
EDF 7475	Qual. Res. in Ed.	3	_____	_____	_____
EDF 7403	Quant. Found. of Ed. Res.	3	_____	_____	_____
EDF 7463	Analysis of Survey	3	_____	_____	_____
					Area II Total_____
Area III. RESEARCH CORE II (6 Hours)					
IDS 7502 Case Studies in Research Design **OR** Approved Research Elective		3	_____	_____	_____
EDF 7406 Multi Stat in Ed. OR Research Methods Elective		3	_____	_____	_____
					Area III Total_____
Area IV. SPECIALIZATION (15 Hours)					
EEX 7936	Current Issues/Trends- Ex. Ed.	3	_____	_____	_____
EEX 7527	Professional Writing in Ex. Ed.	3	_____	_____	_____
EEX 7766	Technology Res./Tra. in Ex. Ed.	3	_____	_____	_____
EEX 7428	Personnel Prep. in Ex. Ed.	3	_____	_____	_____
EEX 7320	Prog. Eval. and Plan. in Sp. Ed.	3	_____	_____	_____
					Area IV Total_____
Area V. INTERNSHIP (6 Hours)					
EEX 7865	Teaching Intern. in Ex. Ed.	3	_____	_____	_____
EEX 7866	Intern/Practicum Super. in Ex. Ed.	3	_____	_____	_____
					Area V Total_____
					Area V Total_____

Comprehensive Examination:
At the start of the semester you will take comps, please notify the track coordinator as well as the Graduate Coordinator in ED 115.
Note: students must be enrolled during comp exam   SEMESTER: _____

Area VI. DISSERTATION (24 min Hours)					
EEX 7980 Dissertation		___	_____	_____	_____
EEX 7980 Dissertation		___	_____	_____	_____
EEX 7980 Dissertation		___	_____	_____	_____
					Area VI Total_____
					Total Hours _____

____

_____   _____
Student Signature   Date   Faculty Adviser   Date

_____   _____
PhD Track Coordinator   Date   Date Received by CCIE Graduate Affairs

University of Central Florida | College of Community Innovation and Education
Education PhD Program of Study

Track: Exercise Physiology   □ Initial □ Revision

Student's Name: _____ **PID:** _____ **Admission Term:** _____

Prefix/ *Number*	*Course Title*	*Sem Hrs*	*Sem/yr* *(ex. Fall '14)*	*Grade*	*Course subs/* *Notes/transfers*

Area I. PREREQUISITES *(if necessary)*

_____	_____	___	_____	_____	_____
					Area I Total_____

Area II. RESEARCH CORE I (18 Hours)

IDS 7501 Issues and Research in Education	3	_____	_____	_____
IDS 7500 Research Seminar in Education (taken twice)	6	_____	_____	_____
EDF 7475 Qual. Res. in Ed.	3	_____	_____	_____
EDF 7403 Quant. Found. of Ed. Res.	3	_____	_____	_____
EDF 7463 Analysis of Survey	3	_____	_____	_____
				Area II Total_____

Area III. RESEARCH CORE II (6 Hours)

IDS 7502 Case Studies in Research Design OR Approved Research Elective	3	_____	_____	_____
EDF 7406 Multi Stat in Ed. OR Research Methods Elective	3	_____	_____	_____
				Area III Total_____

Area IV. SPECIALIZATION (27 min Hours)
Students select nine specialization courses from the following list.

PET 6357C Environmental Perturb. & Hu. Per.	3	_____	_____	_____
PET 6363 Diet. & Nutr. Supplem. for Ath. Per.	3	_____	_____	_____
PET 6366 Exercise, Nutrition, and Weight Con.	3	_____	_____	_____
PET 6376 Sport Nutrition	3	_____	_____	_____
PET 6381 Phys. of Neuromusc. Mechanisms	3	_____	_____	_____
PET 6388 Cardiovascular Physiology	3	_____	_____	_____
PET 6389 Phys. aspects of Sport & Training	3	_____	_____	_____
PET 6395 Prog. Des. in Strength & Conditioning	3	_____	_____	_____
PET 6515 Assess. and Eval. in Spo. & Ex. Sci.	3	_____	_____	_____
PET 6521 Ex. Phys. Instrumentation	3	_____	_____	_____
PET 6690 Ex. Prescr. for Spec. Populations	3	_____	_____	_____
PET 7365 Cardiovascular Dynamics During Exercise	3	_____	_____	_____
PET 7368 Regulation of Metabolism During Exercise	3	_____	_____	_____
PET 7387 Exercise Endocrinology	3	_____	_____	_____
PET 7535 Research and Exp. Des. in Ex. Phys.	3	_____	_____	_____
PET 7939 Advanced Research Seminar	3	_____	_____	_____
				Area IV Total_____

Area IV. DISSERTATION (24 min Hours)

PET 7980 Dissertation	___	_____	_____	_____
PET 7980 Dissertation	___	_____	_____	_____
PET 7980 Dissertation	___	_____	_____	_____
				Area IV Total_____
				Total Hours _____

_____   _____
Student Signature   Date   Faculty Adviser   Date

_____   _____
PhD Track Coordinator   Date   Date Received by CCIE Graduate Affairs

University of Central Florida
College of Community Innovation and Education
Education PhD Program of Study

Track: <u>Higher Education</u>   □ Initial □ Revision

Student's Name: _____ PID: _____ Admission Term: _____

Prefix/ Number	Course Title	Sem Hrs	Sem/yr (ex. Fall '14)	Grade	Course subs/ Notes/transfers

Area I. PREREQUISITES *(if necessary)*

_____   _____   ___   _____   _____   _____

Area I Total_____

Area II. RESEARCH CORE I (18 Hours)

IDS 7501	Issues and Research in Education	3	_____	_____	_____
IDS 7500	Research Seminar in Education (taken twice)	6	_____	_____	_____
EDF 7475	Qual. Res. in Ed.	3	_____	_____	_____
EDF 7403	Quant. Found. of Ed. Res.	3	_____	_____	_____
EDF 7463	Analysis of Survey	3	_____	_____	_____

Area II Total_____

Area III. RESEARCH CORE II (6 Hours)

IDS 7502 Case Studies in Research Design   3   _____   _____   _____
OR Approved Research Elective
EDF 7406 Multi Stat in Ed.   3   _____   _____   _____
OR Research Methods Elective

Area III Total_____

Area IV. SPECIALIZATION (27 min Hours)
Required Courses

EDH 7047 Diversity in Higher Education	3	_____	_____	_____
EDH 7401 Higher Ed and Public Policy	3	_____	_____	_____
EDH 7405 Legal Issues in Higher Ed	3	_____	_____	_____
EDH 7934 Higher Ed Lit, Research & Prof. Writing	3	_____	_____	_____
EDH 7066 Higher Ed: Phil./Hist. Perspectives	3	_____	_____	_____
EDH 7508 Finance in Higher Education	3	_____	_____	_____
EDH 7665 Higher Education Leadership	3	_____	_____	_____
EDH 7636 Organizational Theory & Prac. In Higher Ed.	3	_____	_____	_____
EDH 7631 Managing Change, Conflict & Stability	3	_____	_____	_____

- *or one of the following approved electives:*

EDH 7207 Curr, Inst. & Distance Lrng   3   _____   _____   _____
EDH 7366 Assessment Practices in Higher Ed.   3   _____   _____   _____
EDH 7208 Intl. Perspectives in Higher Ed.   3   _____   _____   _____

Area IV Total_____

Area V. DISSERTATION (24 min Hours)

EDH 7980 Dissertation   ___   _____   _____   _____
EDH 7980 Dissertation   ___   _____   _____   _____
EDH 7980 Dissertation   ___   _____   _____   _____

Area V Total_____

Total Hours_____
____

_____   _____
Student Signature   Date   Faculty Adviser   Date

_____   _____
PhD Track Coordinator   Date   Date Received by CCIE Graduate Affairs

University of Central Florida- College of Community Innovation and Education
Education PhD Program of Study

Track: <u>Instructional Technology</u> □ Initial □ Revision

Student's Name: _____ PID: _____ Admission Term: _____

Prefix/ Number	*Course Title*	*Sem Hrs*	*Sem/yr (ex. Fall '14)*	*Grade*	*Notes/ transfer course subs/*
Area I. PREREQUISITES *(if necessary)*					
_____	_____	___	_____	_____	_____
					Area I Total_____
Area II. RESEARCH CORE I (18 Hours)					
IDS 7501	Issues and Research in Education	3	_____	_____	_____
IDS 7500	Research Seminar in Education (taken twice)	6	_____	_____	_____
EDF 7475	Qual. Res. in Ed.	3	_____	_____	_____
EDF 7403	Quant. Found. of Ed. Res.	3	_____	_____	_____
EDF 7463	Analysis of Survey	3	_____	_____	_____
					Area II total_____
Area III. RESEARCH CORE II (6 Hours)					
IDS 7502	Case Studies in Research Design				
OR Approved Research Elective		3	_____	_____	_____
EDF 7406 Multi Stat in Ed.					
OR Research Methods Elective		3	_____	_____	_____
					Area III Total_____
Area III. SPECIALIZATION (9 Hours)					
IDS 6504	Theories of Adult Learning	3	_____	_____	_____
IDS 6503	International Trends in Instr. Sys.	3	_____	_____	_____
EME 7634	Advanced Inst. Sys. Design	3	_____	_____	_____
					Area IV Total_____
Area IV. ELECTIVE COURSES (9 Hours)					
Approved Cognate/Elective		3	_____	_____	_____
Approved Cognate/Elective		3	_____	_____	_____
Approved Cognate/Elective		3	_____	_____	_____
Additional Courses		___	_____	_____	_____
					Area V Total_____
Area V. DISSERTATION (24 min Hours)					
EME 7980 Dissertation		___	_____	_____	_____
EME 7980 Dissertation		___	_____	_____	_____
EME 7980 Dissertation		___	_____	_____	_____
					Area VI Total_____
AREA VI. INTERNSHIP (3 Hours)					
EME 7942	Educational Tech. Internship	3	_____	_____	_____
					Area VI Total_____
					Total Hours_____

_____ Date   _____ Date
Student Signature   Faculty Adviser

_____ Date   _____
PhD Track Coordinator   Date Received by CCIE Graduate Affairs

University of Central Florida - College of Community Innovation and Education
Education PhD Program of Study

Track: <u>Learning Sciences</u> □ Initial □ Revision

Student's Name: _____ PID: _____ Admission Term: _____

Prefix/ Number	*Course Title*	*Sem Hrs*	*Sem/yr (ex. Fall '14)*	*Grade*	*Course subs/ Notes/transfers*

Area I. PREREQUISITES *(if necessary)*   Area I Total_____

Area II. RESEARCH CORE I (18 Hours)

IDS 7501	Issues and Research in Education	3	_____	_____	_____
IDS 7500	Research Seminar in Education (taken twice)	6	_____	_____	_____
EDF 7475	Qual. Res. in Ed.	3	_____	_____	_____
EDF 7403	Quant. Found. of Ed. Res.	3	_____	_____	_____
EDF 7463	Analysis of Survey	3	_____	_____	_____

                                                                  Area II Total_____

Area III. RESEARCH CORE II (6 Hours)
IDS 7502 Case Studies in Research Design
OR Approved Research Elective   3   _____   _____   _____
EDF 7406 Multi Stat in Ed.
OR Research Methods Elective   3   _____   _____   _____

                                                                  Area III Total_____

Area IV. SPECIALIZATION (6 Hours) Students will select at least 2 courses from the following:
EME 6938 - ST: Research on Advanced Learning Technologies (3)
EME 6938 - Theoretical Foundations of the Learning Sciences (3)
EME 6938 - ST: Metacognition (3)

                                                                  Area IV Total_____

Area V. ELECTIVES (6 Hours) Students will select at least 2 courses from the following disciplines:
Psychology (PSY)Statistics (STA) [*can include the SAS Data Mining Graduate Certificate (15 credit hours)*]
Philosophy and Cognitive Science (PHI) [*can include the Cognitive Sciences Graduate Certificate (18 credit hours)*]
Computer Science (CS)Multidisciplinary Neuroscience Alliance (MDNA) interdisciplinary program

                                                                  Area V Total_____

Area VI. DISSERTATION (24 min Hours)

SCE 7980	Dissertation	___	_____	_____	_____
SCE 7980	Dissertation	___	_____	_____	_____
SCE 7980	Dissertation	___	_____	_____	_____

                                                                  Area VI Total_____

During their program of study, PhD students are required to meet the following requirements for independent learning to enter candidacy, including: submitting a manuscript that is deemed appropriate by at least one program faculty member for publication in a peer-reviewed journal; presenting research in at least one international, national or state conference; presenting at university and/or college research symposiums annually; providing service to professional organization, community partner, and/or program; and documenting and presenting independent learning accomplishments and activities along with development of an individual research agenda deemed satisfactory by at least two or more program faculty on an annual basis.

                                                                  Area VII Total_____
                                                                  Total Hours_____

_____   _____
Student Signature   Date   Faculty Adviser   Date

_____   _____
PhD Track Coordinator   Date   Date Received by CCIE Graduate Affairs

University of Central Florida--College of Community Innovation and Education
Education PhD Program of Study

Track: **Mathematics Education**   □ Initial □ Revision

Student's Name: _____ PID: _____ Admission Term: _____

Prefix/ Number	Course Title	Sem Hrs	Sem/yr (ex. Fall '14)	Grade	Subs/ transfers/notes
Area I. PREREQUISITES *(if necessary)*					
_____	_____	___	_____	_____	_____
				Area I Total	_____
Area II. RESEARCH CORE I (18 Hours)					
IDS 7501	Issues and Research in Education	3	_____	_____	_____
IDS 7500	Research Seminar in Education (taken twice)	6	_____	_____	_____
EDF 7475	Qual. Res. in Ed.	3	_____	_____	_____
EDF 7403	Quant. Found. of Ed. Res.	3	_____	_____	_____
EDF 7463	Analysis of Survey	3	_____	_____	_____
				Area II Total	_____
Area III. RESEARCH CORE II (6 Hours)					
IDS 7502	Case Studies in Research Design				
OR Approved Research Elective		3	_____	_____	_____
EDF 7406 Multi Stat in Ed.					
OR Research Methods Elective		3	_____	_____	_____
				Area III Total	_____
Area IV. SPECIALIZATION (9 Hours)					
MAE 7640 History of Mathematics Education		3	_____	_____	_____
MAE 7795 Seminar on Research in Mathematics		6	_____	_____	_____
				Area IV Total	_____
Area V. ELECTIVES (12 Hours)					
Elective (Elementary Math course)		3	_____	_____	_____
Elective (Secondary Math Course)		3	_____	_____	_____
Elective (Math course or Math Education Course)		6	_____	_____	_____
				Area V Total	_____
Area VI. DISSERTATION (24 min Hours)					
MAE 7980 Dissertation		___	_____	_____	_____
MAE 7980 Dissertation		___	_____	_____	_____
MAE 7980 Dissertation		___	_____	_____	_____
				Area VI Total	_____
Area VII. INTERNSHIP (3 Hours)					
MAE 7945 Internship / Practicum		3	_____	_____	_____
				Area VII Total	_____
				Total Hours	_____

_____   _____
Student Signature   Date   Faculty Adviser   Date

_____   _____
PhD Track Coordinator   Date   Date Received by CCIE Graduate Affairs

University of Central Florida- College of Community Innovation and Education
Education PhD Program of Study

Track: <u>Methodology, Measurement, & Analysis</u>   □ Initial □ Revision

Student's Name: _____ PID: _____ Admission Term: _____

Prefix/ Number	*Course Title*	*Sem Hrs*	*Sem/yr (ex. Fall '14)*	*Grade*	*Notes/ transfer course subs/*
Area I. PREREQUISITES *(if necessary)*					
_____	_____	___	_____	_____	_____
Area II. RESEARCH CORE I (18 Hours)					
IDS 7501	Issues and Research in Education	3	_____	_____	_____
IDS 7500	Research Seminar in Education (taken twice)	6	_____	_____	_____
EDF 7403	Quant. Found. of Ed. Res.	3	_____	_____	_____
EDF 7463	Analysis of Survey	3	_____	_____	_____
EDF 7475	Qual. Res. in Ed.	3	_____	_____	_____
				Area II total	_____
Area III. RESEARCH CORE II (6 Hours)					
IDS 7502	Case Studies in Research Design				
OR Approved Research Elective		3	_____	_____	_____
EDF 7406 Multi Stat in Ed.					
OR Research Methods Elective		3	_____	_____	_____
				Area III Total	_____
Area IV. SPECIALIZATION (18 Hours)					
EDF 7427 Psychometrics		3	_____	_____	_____
EDF 7405 Quantitative Methods II		3	_____	_____	_____
EDF 7476 Advanced Research Methods		3	_____	_____	_____
EDF 7406 Multivariate Statistics in Education		3	_____	_____	_____
EDF 7474 Multilevel Data Analysis in Ed		3	_____	_____	_____
EDF 7415 Latent Variable Modeling in Ed		3	_____	_____	_____
				Area IV Total	_____
Area V. ELECTIVES (6 Hours) **(Choose from list in Catalog)**					
Required Elective_____		3	_____	_____	_____
Required Elective_____		3	_____	_____	_____
				Area V Total	_____
Area VI. INTERNSHIP (3 Hours)					
EDF 7947 Internship		3	_____	_____	_____

Comprehensive Examination:
At the start of the semester you will take comps, please notify the track coordinator as well as the Graduate Coordinator in ED 115.
Note: students must be enrolled during comp exam   SEMESTER: _____

Area VII. DISSERTATION (24 min Hours)					
EDF 7980 Dissertation		___	_____	_____	_____
EDF 7980 Dissertation		___	_____	_____	_____
EDF 7980 Dissertation		___	_____	_____	_____
				Area VII Total	_____
				Total Hours	_____

_____   _____
Student Signature   Date   Faculty Adviser   Date

_____   _____
PhD Track Coordinator   Date   Date Received by CCIE Graduate Affairs

University of Central Florida - College of Community Innovation and Education
Education PhD Program of Study

Track: <u>Reading Education</u>   □ Initial □ Revision

Student's Name: _____ PID: _____ Admission Term: _____

Prefix/ *Number*	*Course Title*	*Sem* *Hrs*	*Sem/yr* *(ex. Fall '14)*	*Grade*	*Course subs/* *Notes/ transfers*
Area I. PREREQUISITES *(if necessary)*					
_____	_____	___	_____	_____	_____
				Area I Total	_____
Area II. RESEARCH CORE I (18 Hours)					
IDS 7501	Issues and Research in Education	3	_____	_____	_____
IDS 7500	Research Seminar in Education (taken twice)	6	_____	_____	_____
EDF 7475	Qual. Res. in Ed.	3	_____	_____	_____
EDF 7403	Quant. Found. of Ed. Res.	3	_____	_____	_____
EDF 7463	Analysis of Survey	3	_____	_____	_____
				Area II Total	_____
Area III. RESEARCH CORE II (6 Hours)					
IDS 7502	Case Studies in Research Design				
OR Approved Research Elective		3	_____	_____	_____
EDF 7406	Multi Stat in Ed.				
OR Research Methods Elective		3	_____	_____	_____
				Area III Total	_____
Area III. SPECIALIZATION (15 Hours)					
RED 7797	Theor Proc of Read Comp	3	_____	_____	_____
RED 7743	Read and Writing Processes	3	_____	_____	_____
RED 7648	Anal and Eval of Trends & Iss	3	_____	_____	_____
RED 7745	Research in Read Ed Sem	3	_____	_____	_____
RED 7697	Lit for the 21st Cent	3	_____	_____	_____
Area IV. ELECTIVES (9 Hours)					
Elective Course		3	_____	_____	_____
Elective Course		3	_____	_____	_____
Elective Course		3	_____	_____	_____
				Area IV Total	_____
Area IV. DISSERTATION (24 min Hours)					
RED 7980	Dissertation	___	_____	_____	_____
RED 7980	Dissertation	___	_____	_____	_____
RED 7980	Dissertation	___	_____	_____	_____
				Area IV Total	_____
Area V. INTERNSHIP (3-6 Hours)					
RED 7947	Internship in Reading Ed.	3-6	_____	_____	_____
				Area V Total	_____
				Total Hours	_____

_____   _____

_____   _____
Student Signature   Date   Faculty Adviser   Date

_____   _____
PhD Track Coordinator   Date   Date Received by CCIE Graduate Affairs

University of Central Florida - College of Community Innovation and Education
Education PhD Program of Study

Track: <u>Science Education</u>   □ Initial □ Revision

Student's Name: _____ PID: _____ Admission Term: _____

Prefix/ *Number*	*Course Title*	*Sem* *Hrs*	*Sem/yr* *(ex. Fall '14)*	*Grade*	*Course subs/* *Notes/transfers*
<u>Area I.</u> PREREQUISITES *(if necessary)*					
_____	_____	___	_____	_____	_____
				Area I Total	_____
<u>Area II.</u> RESEARCH CORE I (18 Hours)					
IDS 7501	Issues and Research in Education	3	_____	_____	_____
IDS 7500	Research Seminar in Education (taken twice)	6	_____	_____	_____
EDF 7475	Qual. Res. in Ed.	3	_____	_____	_____
EDF 7403	Quant. Found. of Ed. Res.	3	_____	_____	_____
EDF 7463	Analysis of Survey	3	_____	_____	_____
				Area II Total	_____
<u>Area III.</u> RESEARCH CORE II (6 Hours)					
IDS 7502	Case Studies in Research Design				
OR	Approved Research Elective	3	_____	_____	_____
EDF 7406	Multi Stat in Ed.				
OR	Research Methods Elective	3	_____	_____	_____
				Area III Total	_____
<u>Area IV.</u> SPECIALIZATION (18 Hours)					
SCE 7746	Teaching Theory and Research	3	_____	_____	_____
SCE 7145	Design of Science Curriculum	3	_____	_____	_____
SCE 7242	Assessment Science Teaching	3	_____	_____	_____
SCE 7864	Science, Technology and Society	3	_____	_____	_____
SCE 7935	Special Seminar Profession Writing	3	_____	_____	_____
SCE 7146	Prof. Issues in Science Education	3	_____	_____	_____
				Area IV Total	_____
<u>Area V.</u> ELECTIVES (3 Hours)					
Additional Elective		3	_____	_____	_____
Additional Courses		___	_____	_____	_____
				Area V Total	_____
<u>Area VI.</u> DISSERTATION (24 min Hours)					
SCE 7980	Dissertation	___	___	_____	_____
SCE 7980	Dissertation	___	___	_____	_____
SCE 7980	Dissertation	___	___	_____	_____
				Area VI Total	_____
<u>Area VII.</u> INTERNSHIP (6 Hours)					
SCE7942	Internship/Practicum (6 hrs/min 2 semesters)	___	_____	_____	_____
				Area VII Total	_____
				Total Hours	_____

_____   _____
Student Signature   Date   Faculty Adviser   Date

_____   _____
PhD Track Coordinator   Date   Date Received by CCIE Graduate Affairs

University of Central Florida
College of Community Innovation and Education
Education PhD Program of Study

Track: <u>Social Science Education</u> □ Initial □ Revision

Student's Name: _____ PID: _____ Admission Term: _____

Prefix/ *Number*	*Course Title*	*Sem* *Hrs*	*Sem/yr* *(ex. Fall '16)*	*Grade*	*Course Subs/* *Notes/ Transfers*
Area I. PREREQUISITES *(if necessary)*					
_____	_____	___	_____	_____	_____
					Area I Total_____
Area II. RESEARCH CORE (18 Hours)					
IDS 7501	Issues and Research in Education	3	_____	_____	_____
IDS 7500	Research Seminar in Education	6	_____	_____	_____
EDF 7475	Qual. Res. in Ed.	3	_____	_____	_____
EDF 7403	Quant. Found. of Ed. Res.	3	_____	_____	_____
EDF 7463	Analysis of Survey	3	_____	_____	_____
Area III. RESEARCH CORE II (6 Hours)					
IDS 7502	Case Studies in Research Design				
OR Approved Research Elective		3	_____	_____	_____
EDF 7406	Multi Stat in Ed.				
OR Research Methods Elective		3	_____	_____	_____
					Area II Total_____
Area III. SPECIALIZATION (18 min Hours)					
SSE 7740	History of Social Studies Ed Sem	3	_____	_____	_____
SSE 7796	Research in Social Science Ed Sem	3	_____	_____	_____
SSE 7797	Content and Program Analysis	3	_____	_____	_____
SSE 7700	Critical Issues in Social Studies	3	_____	_____	_____
Approved SSE Elective		3	_____	_____	_____
Approved SSE Elective		3	_____	_____	_____
					Area III Total_____
Area IV. INTERNSHIP (3 Hours)					
SSE 7947	Internship	3	_____	_____	_____
					Area IV Total_____

Comprehensive Examination:

At the start of the semester you will take comps, please notify the track coordinator as well as the Graduate Coordinator in ED 115.
Note: students must be enrolled during comp exam   SEMESTER: _____

Area V. DISSERTATION (24 min Hours)					
SSE 7980	Dissertation	___	_____	_____	_____
SSE 7980	Dissertation	___	_____	_____	_____
SSE 7980	Dissertation	___	_____	_____	_____
					Area V Total_____
					Total Hours_____

_____   ____
_____   _____
Student Signature   Date   Faculty Adviser

_____   _____
PhD Track Coordinator   Date   Date Received by CCIE Graduate Affairs

University of Central Florida | College of Community Innovation and Education
Education PhD Program of Study

Track: <u>TESOL:</u> □ Initial □ Revision

Student's Name: _____ PID: _____ Admission Term:_____

Prefix/ *Number* *Course Title*	*Sem* *Hrs*	*Sem/yr* *(ex. Fall '16)*	*Grade*	*Course subs/* *Notes/transfers*
Area I. PREREQUISITES				
TSL 6250 Applied Linguistics in ESOL	3	_____	_____	_____
TSL 6440 Issues in TESOL Assessment	3	_____	_____	_____
TSL 6642 Issues in SLA	3	_____	_____	_____
TSL 5345 ESOL Methods *OR*				
TSL 5085 Teaching Language Minority Students in K12	3	_____	_____	_____
EDF 6401 Stats for Educational Data	3	_____	_____	_____
			Area I Total_____	
Area II. RESEARCH CORE (Min. 18 Hours)				
IDS 7501 Issues and Research in Education	3	_____	_____	_____
IDS 7500 Research Seminar in Education (taken twice)	6	_____	_____	_____
EDF 7475 Qual. Res. in Ed.	3	_____	_____	_____
EDF 7403 Quant. Found. of Ed. Res.	3	_____	_____	_____
EDF 7463 Analysis of Survey	3	_____	_____	_____ _____ _____
			Area II Total_____	
Area III. RESEARCH CORE II (Min 6 Hours)				
IDS 7502 Case Studies in Research Design				
OR Approved Research Elective	3	_____	_____	_____
EDF 7406 Multi Stat in Ed.				
OR Research Methods Elective	3	_____	_____	_____
			Area III Total_____	
Area IV. SPECIALIZATION (15 min Hours)				
Students are required to take the following five courses:				
TSL 6643 Diachronic Analysis of SLA Processes	3	_____	_____	_____
TSL 6379 Second Language Literacy	3	_____	_____	_____
TSL 6600 Second Language Vocabulary Acquisition	3	_____	_____	_____
TSL 6252 Sociolinguistics for ESOL*	3	_____	_____	_____
TSL 7006 Second Language Teacher Education	3	_____	_____	_____
*If taken during master's degree, substitute an **additional** cognate or TSL special topics course.				
			Area IV Total_____	

Area V. COGNATE (9 min Hours)
Cognate Area:_____

Course:_____	3	_____	_____	_____
Course:_____	3	_____	_____	_____
Course:_____	3	_____	_____	_____
			Area V Total_____	

Comprehensive Examination:
At the start of the semester you will take comps, please notify the track coordinator as well as the Graduate Coordinator in ED 115.
Note: students must be enrolled during comp exam   SEMESTER: _____

Area VI. DISSERTATION (24 min Hours)				
TSL 7980 Dissertation	___	_____	_____	_____
TSL 7980 Dissertation	___	_____	_____	_____
TSL7980 Dissertation	___	_____	_____	_____
			Area VI Total_____	

_____   _____ ____
Student Signature   Date   Faculty Adviser   Date

_____   _____
PhD Track Coordinator   Date   Date Received by CCIE Graduate Affairs

Appendix B:
Required Program Forms

Candidacy/Comprehensive Examination Committee Form
College of Community Innovation and Education • Ph.D. in Education

Name _____

UCF ID _____   College of Community Innovation and Education   Code __02_

Track _____

This student is hereby certified as having passed both the written and oral comprehensive examinations and pending successful submission of an approved prospectus to the dissertation committee is eligible for admission to candidacy.

Signatures of Examination Committee

       Chair _____

       Member _____

       Member _____

       Member_____

       Member_____

_____   Date_____
Student Signature

_____   Date_____
Ph.D. Program Coordinator

University of Central Florida
Ph.D. in Education
College of Community Innovation and Education

Doctoral Committee/Candidacy Status Form

Use this form for approval to begin dissertation hours, committee appointments and/or revisions. Find this form on the College of Graduate Studies website at the following link:

https://graduate.ucf.edu/wp-content/uploads/2018/01/DoctoralCandidacyForm-1.pdf

Graduate Faculty Nomination Form

For nomination of your committee member(s) who are not approved graduate faculty with the University of Central Florida. Please include the nominee's current curriculum vitae. Find this form on the College of Graduate Studies website at the following link:

https://graduate.ucf.edu/wp-content/uploads/2018/05/Nomination-and-Appointment-to-Graduate-Faculty-and-Graduate-Faculty-Scholars.pdf

DISSERTATION PROPOSAL APPROVAL
Permission to Continue with Dissertation

Date_____

Name_____

UCF ID_____

Program Track_____, Education Ph.D.

Title of Dissertation_____

_____

This student is hereby certified as having met all requirements to continue dissertation research.

Date admitted to Candidacy _____

_____
Committee Member

_____
Committee Member

_____
Committee Member

_____
Committee Member (Outside Track)

_____
Dissertation Adviser

_____
Filed in Graduate Admissions Office and Doctoral Studies Office   Date

_____
College Ph.D. Program Coordinator   Date

University of Central Florida
Ph.D. in Education
College of Community Innovation and Education

DISSERTATION APPROVAL FORM

Your committee signs this as your final approval of a successful final dissertation defense. Part of the required approvals during your graduation semester. Find this form on the Thesis & Dissertation College of Graduate Studies website. First time login is with your Knights email address associated with your UCF ID card. http://ww2.graduate.ucf.edu/ETD_Student_Services/

Appendix C:
Example IDS Course Forms
*May vary by Instructor

Seminar in Educational Research
IDS 7500
Example Contract

Student Name:_____

Phone:_____

Email address: _____

Program Track: _____

Mentor Professor For Research Project:_____

Mentor Professor email address:_____

Research Title or Topic: _____

Brief Description of the Project: _____

_____

_____

_____

_____

_____

_____

_____

Description of Student's Involvement in the Project_____

_____

_____

_____

_____

_____

_____

_____

Student learning objectives for the project: _____

_____

_____

_____

_____

_____

_____

Research Activities in which the student will be engaged: _____

_____

_____

_____

_____

_____

_____

_____

_____
Student Signature   **Date**

_____
Mentor Faculty Signature   **Date**

_____
IDS Instructor of Record   **Date**

Seminar in Educational Research
IDS 7500
Example Report Form

Name:

Phone:

Email address:

Program Track:

Mentor Professor For Research Project:

Research Title or Topic:

Brief Description of the Project:

Description of Your Involvement in the Project:

Use additional pages as needed

Briefly Identify research knowledge and/or skill you learned or utilized as a part of this project: These could include such things as completing the Modules on the IRB site. Completing an IRB, research design, coding, SPSS, grant writing, developing a survey, writing a research manuscript, etc.:

Please write a brief reflection on your experience addressing your personal reactions to the experience and the learning and how you feel the experience will aid you in future research.

Cluster Research Seminar
IDS 7938
Example Contract

Name:

Phone:

Email address:

Program Track:

Mentor Professors for Research Project:

Professor Name_____ **Field**_____

Professor Name_____ **Field**_____

Professor Name_____ **Field**_____

Professor Name_____ **Field**_____

Research Title or Topic:

Brief Description of the Project: Please include a description of how the nature of the study is interdisciplinary.

Description of Student's Involvement in the Project:

Student Learning Objectives for the Project:

Research Activities in which the student will be engaged:

_____

Student Signature   **Date**

_____

IDS Instructor of Record   **Date**

Research Cluster Research
IDS 7938
Example Report Form

Name:

Phone:

Email address:

Program Track:

Mentor Professors For Research Project:

_____

_____

_____

Research Title or Topic:

Brief Description of the Project:

Description of Your Involvement in the Project:

Use additional pages as needed

Briefly Identify research knowledge and/or skill you learned or utilized as a part of this project: These could include such things as completing the Modules on the IRB site. Completing an IRB, research design, coding, SPSS, grant writing, developing a survey, writing a research manuscript, etc.:

Please write a brief reflection on your experience addressing your personal reactions to the experience and the learning and how you feel the experience will aid you in future research. Please address the interdisciplinary nature of the project and how this differed from the IDS 7500.

Research Elective Course Commitment

Please indicate the research elective in which you plan to enroll during the Spring of your second year.

Research Electives (3 credit hours)

IDS 7938 Research Cluster Seminar _____

EDF 7406 Multivariate Statistics _____

EDF 7405 Quantitative Methods II _____

EDF 7415 Latent Variable Modeling _____

EDF 7473 Ethnography in Qualitative Research _____

EDF 7487 Monte Carlo Simulation _____

SPA 7495 Doctoral Seminar Spoken\Written Language Disorders II _____

_____   _____
Student Signature   Date   **Adviser   Date**

_____   _____
Associate Dean of Graduate Affairs & Faculty Excellence   Date

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