Curriculum Studies

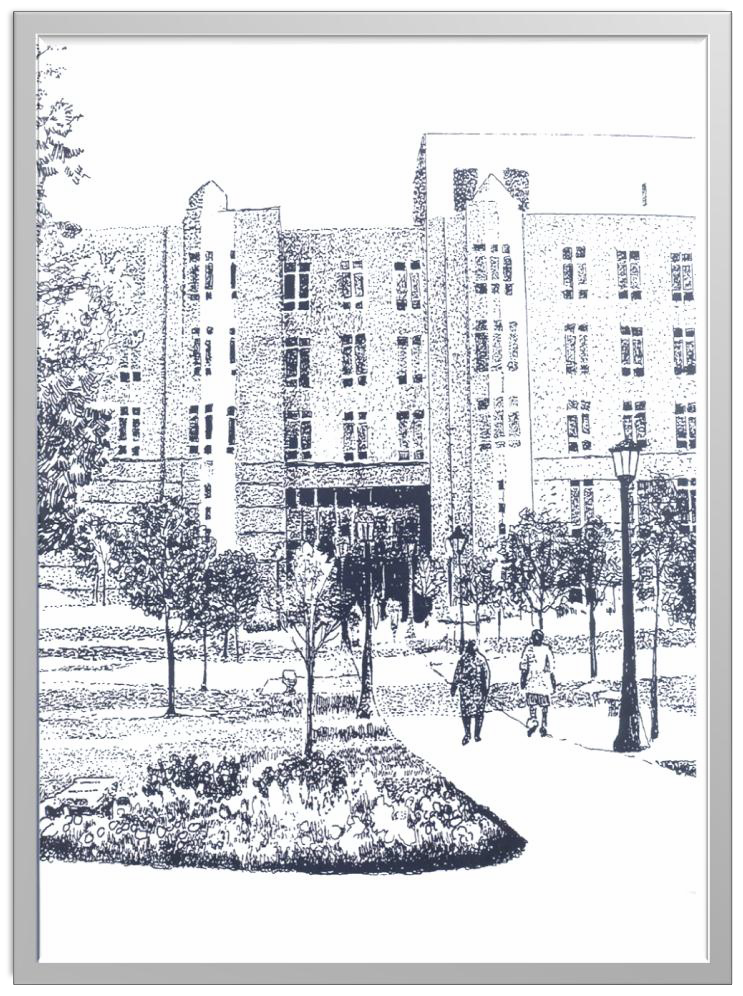
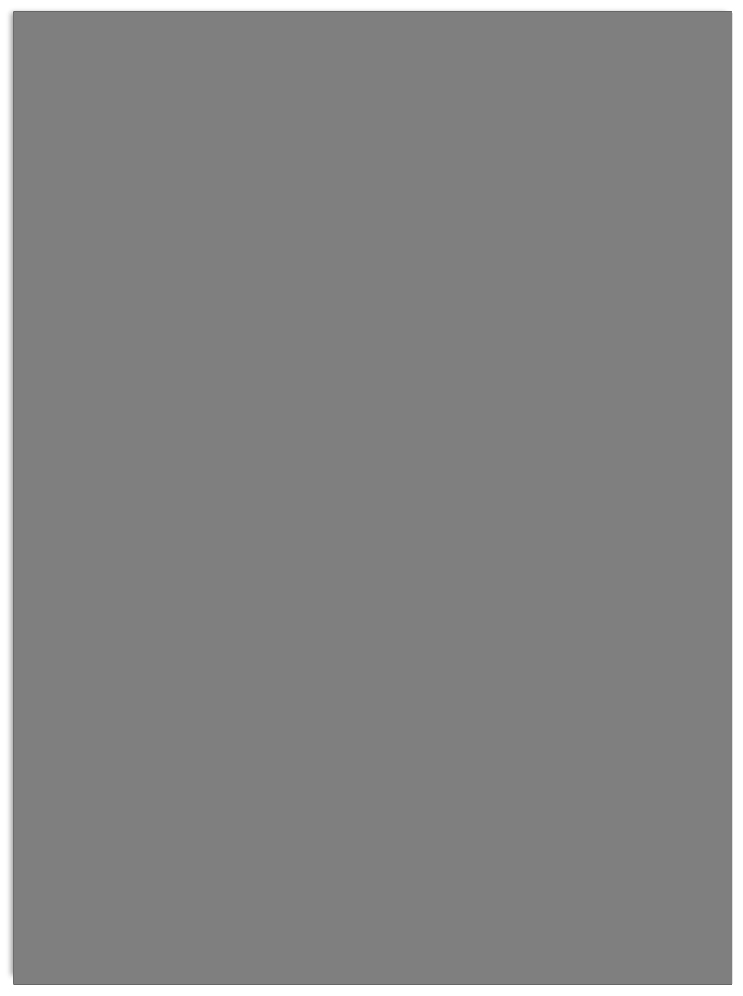
Doctoral Program Guide

2018-2019

School of Education Indiana University Bloomington

Revised September 2017

Curriculum and Instruction Department



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**Curriculum Studies Doctoral Program**

**2017-2018**

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For more information see: Rob Kunzman

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(812) 856-8122; Education 3224

Also consult: School of Education Graduate Student Portal:

<http://education.indiana.edu/students/graduates/index.html>

**Curriculum Studies Faculty 2016/2017**

|  |  |  |
| --- | --- | --- |
| **Name and Degree** | **Contact**  **Information** | **Titles and Positions** |
| Gabriele Abowd-Damico, Ph.D.  (Indiana University, 2008) | Education 3214  Phone: 856-8147  Email: gabowd | Clinical Assistant Professor of Art Education |
| Keith C. Barton, Ed.D. (University of Kentucky, 1994) | Education Suite 1000  Phone: 856-2959  Email: kcbarton | Professor of Curriculum Studies in Social Studies Education; Curriculum Studies Program Coordinator |
| Alex Cuenca, Ph.D.  (University of Georgia, 2011) | Education 3254  Phone: 856-8357  Email: cuenca | Assstant Professor of Curriculum Studies in Social Studies |
| Kathryn Engebretson, Ph.D. (University of Minnesota, Twin Cities, 2012) | Education 3250  Phone: 856-8226  Email: kenge | Associate Professor of Curriculum Studies in Social Studies Education |
| [David J Flinders,](http://education.indiana.edu/ProfilePlaceHolder/tabid/6210/Default.aspx?u=dflinder) Ph.D. (Stanford  University, 1987) | Education 3131  Phone: 856-8189  Email: dflinder | Professor of Curriculum Studies |
| Patricia Kubow, Ph.D. (University of Minnesota, 1996) | Education 4252  Phone: 856-8399  Email: pkubow | Professor of Education in International and Comparative Education and Curriculum & Instruction |
| [Robert Kunzman,](http://education.indiana.edu/ProfilePlaceHolder/tabid/6210/Default.aspx?u=rkunzman) Ph.D. (Stanford University, 2003) | Education 3238  Phone : 856-8122  Email: rkunzman | Professor of Curriculum Studies and Philosophy of Education; Martha Lea and Bill Armstrong Chair for Teacher Education |
| [Lara M. Lackey,](http://education.indiana.edu/ProfilePlaceHolder/tabid/6210/Default.aspx?u=llackey) Ph.D. (University of British Columbia,  1997) | Education 3204  Phone: 856-8151  Email: llackey | Chair of Department of Curriculum & Instruction; Associate Professor in Art Education (Curriculum Studies) |
| Marjorie Manifold, Ph. D. (Indiana University, 1999) | Education 3226  Phone: 856-8579  Email: mmanifol | Associate Professor in Art Education (Curriculum  Studies) |
| [Terrence C. Mason,](http://education.indiana.edu/ProfilePlaceHolder/tabid/6210/Default.aspx?u=tmason) Ph.D. (University of California, Los Angeles, 1986) | Education 3228  Phone: 856-8190  Email: tmason | Professor of Curriculum Studies;  Dean of the School of Education |
| [Mary B. McMullen,](http://education.indiana.edu/ProfilePlaceHolder/tabid/6210/Default.aspx?u=mmcmulle) Ph.D. (Florida State University, 1992) | Education 3206  Phone: 856-8393  Email: mmcmulle | Professor of Curriculum Studies in Early Childhood  Education |
| Derek Nord, Ph.D.  (University of Minnesota, 2008) | IIDC  Phone: 855-6508  Email: dnord | Director, Indiana Institute on Disability and Community |
| [Laura L. Stachowski,](http://education.indiana.edu/ProfilePlaceHolder/tabid/6210/Default.aspx?u=stachows) Ph.D. (Indiana University, 1994) | Education 1044  Phone: 856-8579  Email: stachows | Director, Global Gateway for Teachers; Clinical  Professor of Curriculum and Instruction |
| Gus Weltsek, Ph.D.  (Bowling Green State University, 2004) | Education 3226  Phone: 856-8158  Email: gweltsek | Associate Professor of Art Education |

**Curriculum Studies Program**

**Guidelines for Graduate Students**

The Curriculum Studies Program (CSP) at Indiana University is based upon an inquiry- driven approach to education. Students are encouraged to explore diverse theoretical positions regarding approaches to curriculum practices, research, and theory development. Getting a doctorate in this program should be thought of as an ongoing process of discovery, a process that is mentored by a faculty advisor who shares in the development of each student's intellectual growth through ongoing discussions. No two students' programs are exactly alike; each student's program evolves as the student develops her/his scholarly interests. Students develop their programs with the advice of a faculty Program Advisor, and other Program Committee members, including a Minor Program Advisor.

The set of guidelines in this handbook is meant to provide new CSP students with a way of thinking about the process of obtaining a doctorate, as well as useful practical information to help them plan the steps that will help them achieve their goals. Students at all stages of their progress should use it to help them plan, track, and understand the requirements of their programs.

**Selecting a Faculty Advisor/Mentor**

The CSP Coordinator will assign you a Temporary Faculty Advisor prior to your first semester and before you register for your first semester classes. You should meet with that advisor before you register for any classes your first two semesters. You should continue to meet with your Temporary Faculty Advisor until you select a permanent faculty Program Advisor.

The selection of a faculty member who mentors the process of obtaining a doctorate and who advises students about practical aspects such as course selection is an important part of the process of doctoral studies. The faculty Program Advisor provides students with continuity throughout the process of beginning the doctoral program, taking courses, and all aspects of the program up through the completion of the doctoral qualifying process. In many cases, students continue to work with their Program Advisors through the next stage of their doctoral careers, the dissertation phase; however, this continuity is not required. Students often elect to work with a different faculty mentor as their Dissertation Research Director/Chair for their dissertation research, depending upon their needs and interests at the time. Also, students may select a new Program Advisor at any time during the process of completing the coursework phase of their programs, for whatever reason. However, students are strongly encouraged to work with one

individual consistently for at least one entire academic year prior to completing the departmental qualifying exam requirements.

Through ongoing conversations about students' emerging interests, the Temporary Faculty Advisor or Program Advisor helps students select courses and contributes to making research experiences meaningful. S/he also advises students on ways to fulfill the departmental early inquiry and major qualifying exam/portfolio requirements, and assist students in obtaining teaching, research, or administrative assistantships.

The best way for CSP students to identify and select a Program Advisor is to take classes from particular faculty members, participate in departmental activities (e.g., tea time, collaboree colloquiums, monthly gatherings), talk to fellow graduate students about their experiences, and read articles and conference papers written by faculty. Students are required to take J602 (Introduction to Curriculum Studies) during the first year of their program through which they will be exposed to the scholarship of the entire CSP faculty. In addition, students should feel free to make appointments with several different faculty members to explore the possibility of working with them. Students are advised to select a person with whom they share common scholarly interests and with whom they have established rapport. Selecting a Program Advisor as one's mentor does not preclude a student from seeking advice from additional faculty members who may provide diverse perspectives on the student's goals.

**Designing a Program of Study**

Students who are in the Ph.D. program must fulfill requirements for both the University Graduate School [http://www.indiana.edu/~grdschl/index.php](http://www.indiana.edu/%7Egrdschl/index.php) and the School of Education, because their degree is actually awarded by the university through the University Graduate School. Ph.D. students should consult the University Graduate School Bulletin found at the University Graduate School web site as well as the requirements in the School of Education Graduate Bulletin found at <http://bulletins.iu.edu/iu/educ-grad/current/index.shtml> . The Ed.D. is granted through the School of Education and students earning this doctorate are subject only to the policies

and requirements of the School of Education. Credit hour requirements for the doctorate are listed on the Program of Studies form available from the Graduate Studies Office, in this Curriculum Studies Doctoral Program Guide, and on the School of Education Office of Graduate Studies web site at, <http://education.indiana.edu/graduate/after-admission/index.html>

Students use the Program of Studies form to maintain a record of courses taken and requirements met, as well as to plan for their overall program. Once signed, filed with the university, and approved it becomes an agreement between the student and the university about what the student is required to do to complete their program. A Doctoral Program Checklist is also available from the Office of Graduate Studies, or in this booklet. The checklist lists a number of tasks that need to be completed during a student’s program along with deadlines.

Doctoral students have a great deal of freedom to take a variety of courses both in the School of Education and at Indiana University as a whole. Also, up to 30 graduate credits may be transferred into the doctoral program from outside of Indiana University, with the approval of a student’s advisor and Program Committee. The program of studies that students design should reflect career goals and evolving intellectual interests, as well as demonstrate the development of academic depth and breadth. Students in the Curriculum Studies Program are encouraged to

study both widely in the field of education and related fields (e.g. sociology, anthropology, history, philosophy, psychology) and deeply in an area within the field of curriculum studies in which they want to do scholarly research.

**Selecting Courses**

Each semester, CSP students should consult with their advisor before registering for courses in order to discuss what to take during the coming semester. A list of courses offered is found in the schedule of classes [http://studentcentral.indiana.edu/register/register-classes/manage- schedule/schedule-classes.shtml](http://studentcentral.indiana.edu/register/register-classes/manage-schedule/schedule-classes.shtml) . When meeting with an advisor about what courses to take, students should have examined the list of available courses and considered beforehand what they may want to take. Students should always bring their Program of Study to meetings with their advisors, filled out both with courses currently being taken and those completed. This will serve as a catalyst for a discussion with the advisor about a student’s emerging research interests and new areas of study that they may like to explore, along with what they have left in terms of

requirements for their degree. The responsibility of the advisor is to make sure that the courses and independent studies/readings students take help to achieve intellectual depth and breadth and that all requirements for the program are met. Remember, when selecting courses, CSP students are not confined to taking all their classes in the School of Education. Further, students might want to get advice from other graduate students and faculty about specific courses they are considering taking.

There are very few required courses in the CSP major. As described earlier, during their first year of studies, students are expected to enroll in the yearlong introductory seminar (1 credit in the Fall and 2 credits in the Spring) J602 Introduction to Curriculum Studies. The Department of Curriculum & Instruction also requires two other courses for all of its doctoral students, J605

Independent Research Experience in Curriculum and Instruction, and J705 Inquiry in Curriculum and Instruction. The latter is the final seminar students take, and in it, students begin to conceptualize their dissertation topics and write a literature review for that study. With the exception of these requirements in the major, students can take any graduate courses that will enhance their intellectual development and that are approved by their Program Advisor and their Program Committee.

There are, however, courses that students are strongly encouraged to take and suggestions for how best to proceed through the Curriculum Studies Program. In general, students should

plan to take at least two (2) of the following three (3) seminars: J630, J664, and at least two topical seminars, J760 or J762, and a minimum of 18-21 credit hours with current CSP faculty members. In addition, although currently CSP students are only required to take 9 credit hours in the Inquiry Core, the faculty strongly recommends a minimum of 12 hours.

In addition, all doctoral students in CSP must enroll in a minimum of 12 credits of J799

Doctoral Thesis in Curriculum and Instruction and 3 credits of J795 Dissertation Proposal Preparation. By the time students complete their degrees, they have often enrolled in many more than 12 credits of J799 because once they have achieved doctoral candidacy, they must enroll every semester (fall and spring) to maintain their status. After students have met their requirements for J799, have taken more than 90 credits of coursework, and have passed their oral qualifying examination, they are eligible to enroll in G901. G901 Advanced Research is an inexpensive 6 credit hour course for the student in the dissertation phase of their work. It may be taken up to 6 times, during fall and spring semesters, but is not available in the summer. This helps students maintain full-time status for the purpose of assistantships, fellowships and visas as well.

Ultimately, a student’s Program of Studies must meet with the approval of the student's Program Committee, which typically consists of three faculty members. This committee is headed by the student’s Program Advisor, and also includes another faculty member from CSP, plus a Minor Advisor. (See information about the Minor in the next section.) The Program of Studies must fulfill Curriculum Studies Program, Department of Curriculum and Instruction, School of Education, and the University Graduate School policies and credit distribution requirements.

**Selecting a Minor**

During the first year of studies, CSP students should discuss their ideas for selecting a minor with their major Program Advisor. A student’s minor should complement, but be in a program area outside of the student’s major field of study. Basically, anything that is already an approved major in a program can serve as a minor. The University Graduate School lists a number of approved minors. Many CSP students come to Indiana University with a Master's degree in a particular area which is sometimes used to satisfy the School of Education's minor requirements. Regardless, the minor must have integrity in its own right and contribute meaningfully to the student’s overall doctoral program. The number of credit hours in the minor varies, but the minimum number accepted in CPS is 12.

A minor area may be within or outside of the School of Education. For example, CSP students have had minors in other program areas within the Department of Curriculum & Instruction including Mathematics Education, Special Education, or Science Education; or from one of the other departments in the School of Education, including Counseling & Educational Psychology; Instructional Systems Technology; Literacy, Culture, & Language Education; or Educational Leadership & Policy Studies. Students have also had minors in departments outside of the School of Education such as from departments such as English, Folklore, Cultural Studies, Women's Studies, Religious Studies, Anthropology, and Physics, as well as programs housed in other professional schools, such as SPEA, and from the School of Business.

Although minors are normally formulated within a single program area, and are ones that are already approved by the University Graduate School, an interdisciplinary or interdepartmental minor is also possible. If students wish to create an interdisciplinary minor, they need to identify the

courses, what program areas they are from, and provide a written description of the minor's underlying theme. It is also up to the student to provide a written rationale for each course's contribution to that theme. This written description is typically limited to two pages and submitted to the student’s Program Committee. It is also the student’s responsibility to identify a faculty member to serve as the Minor Advisor for their interdisciplinary minor.

Minor requirements are specific to the program in which they are housed, and students need to check with that program for the requirements. Once the minor area has been selected, CSP students should seek out and find a faculty member from that area to serve as their Minor Advisor. The Minor Advisor will serve as the representative for the student’s Program Committee. Once chosen, this faculty member will assist the student in completing the minor course requirements and will administer (or waive) the doctoral qualifying examination.

As stated in the Graduate Program Bulletin, if a student minors in another program area in the School of Education, they are required to take a minor qualifying examination to cover that content. If a student selects a minor outside of education, they may or may not have to take a minor qualifying examination, depending upon the requirements of that specific program area or department’s policy. Students completing interdisciplinary or interdepartmental minors, must take a minor qualifying examination if their Minor Advisor is an education faculty member or if the majority of their minor course work is in one of the program areas in the School of Education.

**The Program Committee**

Students need to have a minimum of three faculty members serve on their Program Committee, two from the CSP, and one from the minor program area. The Program Advisor will serve as the chair of this committee. Students should meet with their Program Advisor to decide on other members for the Program Committee. Typically, students form their Program Committee at the end of their first year or prior to the completion of their third semester of course work, but it must be formed at least one full semester before completing their major Qualifying Examination.

The Program Committee is formed specifically to oversee the completion of the program of studies and remains a committee up to the point where a student is admitted to doctoral candidacy. The latter occurs upon successful completion of major and minor qualifying examinations and successful completion of all required coursework listed on the Program of Studies. After achieving candidacy, students form a new committee, the Dissertation Research Committee, which may or may not consist of some of the faculty members who were on the Program Committee.

**The Program of Studies**

The Program of Studies must be approved by the Program Committee no later than one semester prior to fulfilling the qualifying exam requirements. However, it is highly recommended that the Program of Studies be submitted and approved after the first full year or

no later than after the third full semester of a student’s program. Approval will depend on having addressed the University and School of Education credit distribution requirements, the residency requirement, as well as having completed or showing intention to complete sufficient courses

that reflect depth and breadth of learning.

The student, the Program Advisor, the Program Committee, and the Department Chair all share responsibility in carefully reviewing the Program of Studies to ensure that the credit hours and courses students have completed, are currently enrolled in, and/or have put on their program to take in the future meet all requirements for the degree. Following review, the typed and signed Program of Studies form is submitted to the Office of Graduate Studies in the School of Education. The program is then given to the Associate Dean for Graduate Studies in the School

of Education for approval.

**Forming a Dissertation Research Committee**

After the Program Committee dissolves (following a student’s achieving doctoral candidacy), the student forms a Dissertation Research Committee. The Research Committee members, and in particular, the chair/director of that committee, help guide the student through the dissertation phase of their program. This includes all dissertation research activities including the writing and defending of the dissertation proposal, the written dissertation, and the oral defense. The committee should consist of faculty members whose research interests intersect

with the student's and whose advice on research and writing will contribute to making the dissertation scholarly.

The Research Committee is made up of a minimum of four members, including a director and a chair (the latter two are often the same person), and additional committee members.

(Please note that Ed.D. committees are only required to have 3 faculty members, 2 from CSP and one from the minor or outside area.) The following requirements for the four members of the Ph.D. Dissertation Research Committee must be satisfied:

 The chair of the dissertation must be an Endorsed Member of the Graduate Faculty (typically associate or full professor, not retired). They must be from the student’s major area of study (CSP). The chair of the Dissertation Research Committee is responsible for helping students get through the administrative aspects of the dissertation process. For many students, the chair of the Dissertation Committee often serves as the dissertation Director. The Director is the primary advisor during the student's completion of her /his dissertation. The Director's interests in both the student and the content of the research are most crucial, as the student will work closely with the Director on drafts of dissertation proposals and chapters.

 A minimum of two members of the Research Committee must be from the

Curriculum Studies Program faculty.

 Two of the four members of the committee must be Endorsed Members of the

Graduate Faculty and the other two should be Members of the Graduate Faculty.

 One member of the committee must represent the student’s minor OR be from an outside department or program area that complements the student’s research. For e.g.: students often ask faculty who have expertise in the research methodology that is being used in the dissertation to serve on the committee.

 If there is someone from outside of the University Graduate School faculty who has special expertise in the area of the student's research, the Research Committee Chair and the Associate Dean for Graduate Studies may petition the University Graduate School to allow that person to serve on the committee and even direct the dissertation. However, this person would count as a fifth member of the committee.

As mentioned before, the student's Program Advisor is often the person who directs the dissertation, but not always and the choice of Research Director is up to the student. Also, please note that the Dissertation Director should be consulted prior to selecting the other members of the Dissertation Research Committee.

**Some Other Useful Information**

***The Seven Year Rules***

There are two “Seven –Year Rules” students need to remember when they are in their doctoral programs. The first one is that their course work cannot be more than 7 years old the day they pass their oral qualifying exam/portfolio. Any coursework that is older than 7 years on

that date must be revalidated, including courses transferred in from other institutions. The second

7 year rule is that the dissertation must be completed within seven years of passing the oral qualifying examination. If students reach the 7 year point and their candidacy expires, students may apply for readmission by writing a letter to the Associate Dean for Graduate Studies requesting readmission. They will then have to retake qualifying examinations, fulfilling the current conditions imposed by the department for admission and qualifying. If the student is readmitted, passes their qualifying examination, and other conditions are met, they are readmitted to candidacy and have an additional three years to complete their dissertation. There are no further extensions beyond this point.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Taking and passing all Coursework | Count back 7 years | Passing Oral Qualifying Examination | Count forward 7 years | Completing  & Submitting  Dissertation |
| Coursework cannot be more than 7 years old on the day you pass your oral quals or you will need to revalidate it! | |  | You have 7 years from the day you pass your oral quals to defend and submit all your final dissertation paperwork! | |

***One.IU***

One.IU at [https://one.iu.edu](https://onestart.iu.edu/) is where students can enroll for classes online each semester. Log on using your I.U. user ID and Password, and you will also need your ten-digit I.U. identification number if registering. Many courses in the doctoral program require authorization. Contact the instructor of the course for permission. Look for registration services, or to make payments, view your Bursar accounts, view your transcript, and access library information. You are encouraged to spend some time exploring the various sites and information available through One.IU.

***Canvas***

Canvas is the Indiana University tool for online course management. This high-powered tool enhances communications between faculty, staff and students. There are various features associated with Canvas such as the ability of students to track current and past courses taken, see syllabi, course resources, chat with instructors and classmates and to obtain other course related information.

Ed.D. & Ph.D.

Forms

Indiana University

School of Education

**PROGRAM CHECKLIST FOR THE ED.D. & PH.D.**

1. **Admission to Program**

2. **Advising**

Specific information about program requirements may be obtained from the following sources:

a. School of Education Graduate Bulletin and University Graduate School Bulletin b. Departmental handbook or program requirements worksheet

c. Assigned advisor, Program head, or Department chair (see page 3 of Bulletin) d. Program of Studies Outline Form

3. **Select Program Advisory Committee** (3 members required)

The advisory committee chair and one other faculty member must be from the major. One member must be from the minor. For Ph.D. students, two members including the chair must be Graduate School faculty members.

4. **Complete Appointment of Advisory Committee and Program of Studies (FORM)**

This form is available online as above. It must be reviewed and signed by the advisory committee and the department chair, and submitted to the SoE Office of Graduate Studies for approval ***within one year of matriculation***.

5. **Transfer and/or Revalidate Credits (FORMS)**

*\*Not all doctoral students will need to transfer or revalidate courses.*

**- Transfer Credits:** Some graduate coursework completed at other universities may be

transferred in to degree and licensure programs. All coursework transferred must be from an accredited college or university and no transfer credit will be given for courses with a grade lower than a B. Transferred courses must be relevant to the student’s program of studies and must be approved by a program advisor and the associate dean for graduate studies. A course description or syllabus may be required to transfer a course.

**- Course Revalidation:** All graduate-level coursework over seven years old must be revalidated (counting back from the date of passing the oral qualifying examination).

6. **Maintain Active Student Status**

**- During Program of Studies:** Students who do not enroll in classes for a period of two years must apply for re-admission to the program. They must meet current admission criteria, and if re-admitted, must fulfill current program requirements.

**- During Candidacy:** During the dissertation portion of the program (after the student has passed the oral qualifying examination), students must enroll in at least 1 credit hour per semester of 795, 799 or G901 in order to maintain active students status. Students ***DO NOT*** need to register for this dissertation credit during the summer ***UNLESS*** the student plans to graduate (have degree awarded) in the summer. Students who fail to register each semester must back-enroll for all semesters missed in order to graduate. There is a charge of $290 per semester (plus tuition) for back-enrollment.

**\*Note:** If a student lives more than 25 miles from the Indiana University campus he/she should register for an off-campus section of dissertation credit.

7. **Complete Residency Requirement**

For Ph.D. and Ed.D. students, two full-time, consecutive semesters in a single academic year

(exclusive of summer session) must be spent in residence on the Bloomington or Indianapolis

campus. Ed.D. students who are working full time may fulfill residency requirements with three consecutive 6 credit hour terms (Summer Session I and Summer Session II are not counted as separate terms). Dissertation credit hours (795, 799 or G901) MAY NOT be used to fulfill residency requirements.

8. **Early Inquiry Experience (FORM)**

Students are required to complete an early inquiry experience before being admitted to candidacy.

Early inquiry experiences may include the following: literature reviews, position papers, curriculum development projects, program evaluation studies, measurement institution construction studies, needs assessments, library research studies, and data-based research. Individual departments are responsible for determining what types of research count for the early inquiry project. ***An Early Inquiry Form MUST be completed before a student can be admitted to candidacy.***

9. **Written Qualifying Examinations**

These are taken at the end of course work. An examination in the major is required. A minor examination

is required if the minor field of study is in the School of Education. The examinations are usually given early in each semester, and occasionally in the summer term—check with department for exact dates. For minors outside of Education, an examination may or may not be required. Follow departmental procedure for applying to take qualifying exams.

10. **Oral Qualifying Examination**

The oral qualifying examination is held after **all** required written examinations are successfully

completed.

11. **Nomination to Candidacy (FORM)**

A Nomination to Candidacy form is submitted when the oral examination is passed, and the student

is judged to have met all criteria for candidacy. ***The date of passing the oral examination is a critical date. Courses taken more than 7 years prior to this date must be revalidated, and the 7 years allowed for dissertation work are counted forward from this date.*** Admission to candidacy is awarded after the student has been nominated to candidacy and after all required

coursework has been completed (except 795, 799, and G901). All incompletes must be completed

and old course work requiring revalidation must be revalidated before a student is admitted to candidacy.

12a. **Nomination of Research Committee (FORM)**

**- Ph.D. Students:** The Ph.D. Research Committee has 4 members: 2 from major area, 1 from

minor, 1 who has expertise in your field. All 4 must be **members** of the University Graduate School faculty. The chair/director and at least one other must be **endorsed members** of the Graduate School faculty (total of 2 minimum).

**- Ed.D. Students:** Ed.D. Research Committees must have 3 members: 2 from major area (one of which must be a tenure-line faculty member from the core campus), and 1 not from the major field of study. The Chair must be an associate or full professor from the major area. The director must be a member of the University Graduate School faculty.

12b.**Prospectus/Summary (DOCUMENT)**

***A 1-2 page dissertation prospectus/summary must be submitted with the Nomination of***

***Research Committee Form.*** This prospectus/summary should include a clear statement of the

questions to be addressed in the study, an outline of the design of the study, the research methods to be used, and a discussion of the contribution of the study to theory and/or practice.

12c. **Human Subjects Approval (LETTER)**

For research using human subjects, all students at IUB and IUPUI should use the online portal at:

[<http://researchcompliance.iu.edu/hso/index.html>.](http://researchadmin.iu.edu/HumanSubjects/index.html) ***All research using human subjects* MUST**

***receive approval from the Campus Institutional Review Board* BEFORE *the data collection begins.***

13. **Dissertation Proposal Approval (FORM)**

A complete dissertation proposal (usually equivalent to the first three dissertation chapters:

purpose/rationale, literature review, method) must be submitted to the committee, and approved in a committee meeting. A copy of a summary, the human subjects approval letter, and the signed Dissertation Proposal Approval Form must be submitted to the SoE Office of Graduate Studies.

15. **Carry out Dissertation Study/Write Dissertation Manuscript**

For information about the format of the dissertation manuscript, see the Doctoral Thesis Guide

at: <http://graduate.indiana.edu/theses-dissertations/index.shtml>and

<http://graduate.indiana.edu/theses-dissertations/formatting/doctoral.shtml>

16. **Application for Graduation**

**- Ph.D. Students:** The Ph.D. degree is conferred by the University Graduate School,

Kirkwood Hall, Room 111. Submission of the dissertation defense announcement to the University Graduate School constitutes an application for conferral of the Ph.D. degree. Students who intend to participate in the Commencement must fill out a graduation application form which is available online at: <http://graduate.indiana.edu/academics-research/graduation.shtml> and <http://graduate.indiana.edu/forms/index.shtml>

**- Ed.D. Students:** The Ed.D. degree is conferred by the School of Education. The Application for Graduation Form is available through the SoE Office of Graduate Studies.

All Ed.D. students must apply to graduate by October 15 for degrees conferred in May, June and August and by March 15 for degrees conferred in December each year.

17. **Announcement of Dissertation Defense (DOCUMENT)**

***\*This document must be submitted 30 days prior to the date of the defense.***

The announcement should be on one page and must contain the following:

1. the date,

2. the time,

3. and the place of the oral defense,

4. the title of the dissertation,

5. the name of the author,

6. the department or program area,

7. the summary of the study (100-300 words in length with the statement of the

program, research procedures, findings, and conclusions),

8. an invitation for all faculty to attend,

9. and the signature of the research committee chair.

For more information, see the following guides:

PhD students: <http://graduate.indiana.edu/academics-research/graduation.shtml>

**- Ph.D. Students:** A copy of the signed announcement must be submitted to both the SoE

Office of Graduate Studies and the University Graduate School.

**- Ed.D. Students:** A copy of the signed announcement must be submitted to the SoE Office of

Graduate Studies.

18. **Dissertation Defense**

An oral defense meeting, open to the public, is required. ***The defense cannot be scheduled less***

***than six months after the date of research committee approval.*** Committee members must receive a copy of the dissertation manuscript ***two weeks prior*** to the final oral defense. The committee will receive and complete a form with thesis grade changes at the time of the dissertation defense, to be turned in to the Office of Graduate Studies by the chair.

19. **Submit Dissertation**

**- Ph.D. Students:** All Ph.D. dissertations must be submitted to the University Graduate

School.

**- Ed.D. Students:** All Ed.D. dissertation must be submitted to the SoE Office of Graduate Studies. One bound copy and one unbound copy are required if submitting in traditional format.

**\*Dissertation Time Limits\***

1. The oral qualifying examination must be passed a minimum of 8 months before the oral dissertation defense.

2. Coursework will be counted back 7 years from the oral qualifying examination. Any coursework 7 years prior to this date must be revalidated.

3. The research committee must be appointed a minimum of 6 months before the oral dissertation defense.

4. The complete dissertation must be submitted within 7 years of the date of passing the oral

qualifying examination.

For a more detailed listing of doctoral program requirements, see the Education Graduate Bulletin at:

[**http://www.indiana.edu/~bulletin/iub/.**](http://www.indiana.edu/%7Ebulletin/iub/)

**Address question to the School of Education Office of Graduate Studies at: Address: W.W. Wright Education Building ED 2100 Phone: (812)856-8504**

**201 N. Rose Avenue Email:** [**educate@indiana.edu**](mailto:educate@indiana.edu)

**Bloomington, IN 47405-1006**

Approved Inquiry Core Courses

**LIST OF APPROVED INQUIRY CORE COURSES (Fall 2017)**

(Note: Some of these have prerequisites.)

All Y courses in the School of Education count for inquiry core EXCEPT Y500, Y590, Y660, Y690, Y795,

and Y799.

Furthermore, courses taught across campus will be included on the list, but this list will be reviewed

biannually by inquiry faculty.

ANTH E600 Phenomenology and Anthropology

HIST H540 Quantitative Methods in History

BUS K505 Quantitative Decision Models

PSY P536 Theory of Tests and Measurements

BUS K512 Multivariate Statistical Analysis

PSY P553 Advanced Statistics in Psychology I

BUS K571 Quantitative Analysis

PSY P554 Advanced Statistics in Psychology II

BUS K572 Applied Statistics

PSY P654 Multivariate Analysis

BUS K605 Multidimensional Scaling

SOC S652 Topics in Qualitative Methods

BUS Z634 Seminar in Applied Behavior Measurement

SOC S659 Qualitative Methods in Sociology

HIST H501Historical Methodology

We advise Ph.D. and Ed.D. students to take Y521 INSTEAD of Y520.

Courses not on the core inquiry list require special upfront approval from inquiry faculty.

INDIANA UNIVERSITY – SCHOOL OF EDUCATION

**REQUEST FOR TRANSFER OF GRADUATE CREDIT**

**Student Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | ID Number |  |
| Email |  |  |  |
| Major |  | Degree |  |

**Credit Transfer Information**

Total ***semester/quarter*** hours of transfer credit requested (circle one)

Institution (please attach copy of transcript)

**Semester/Year Course Number & Title**

**Credit Hours**

**SEM or QTR**

**(circle one) Grade**

*Advisory Committee Chair signature Date*

*Print or type name*

 No transfer credit will be given for a course with a grade lower than B.

 Courses graded S (Satisfactory) may be transferred only if a letter is received from the course instructor stating that the s tudent’s performance in the course was at or above a grade of B.

\* PLEASE SUBMIT COMPLETED FORM ALONG WITH YOUR PROGRAM OF STUDIES TO THE OFFICE MANAGER OF YOUR MAJOR DEPARTMENT.

INDIANA UNIVERSITY – SCHOOL OF EDUCATION

**COURSE REVALIDATION PROCEDURE**

For doctoral programs, courses completed seven or more years prior to the date of passing the oral qualifying examination are considered "out-of-date" and must be revalidated. For Ed.S. programs, seven years are counted from the approval date of the program of studies. For M.S. programs, seven years are counted from the completion of degree requirements.

The following methods of revalidation are acceptable:

a. passing an **examination specifically covering the course material**

b. passing a **qualifying examination** which includes the course content c. passing a **more advanced course** in the same area

d. **teaching** a comparable course

e. **scholarly publication** which demonstrates knowledge of course content

For Ph.D. programs, only two courses may be revalidated by the qualifying examination. For Ed.D. programs, all courses taken in the major and minor areas may be revalidated through the qualifying examination if the course material is covered in these examinations. This includes courses which are transferred from other universities. It does not include courses taken in other departments but listed in the major, unless it can be specifically demonstrated that the content of these courses was tested in a qualifying examination.

For Ed.D., Ed.S., and M.S. programs, **professional experience** may also be used to revalidate courses. It is the student's responsibility to "make the case" that particular job duties have required the application of material studied in a particular course. It must be demonstrated that the course content is specifically applied "on the job."

Course revalidation must be done on a course-by-course basis. Each course revalidation must be approved by a full- time IU faculty member who teaches the course. **The faculty member who signs the course revalidation form must be personally convinced that the student has the required knowledge -- not by assumption, but by demonstration.** If the course instructor is not available, a faculty member in the same program specialization area may be substituted. Permission to use a part-time faculty member or a faculty member at another university for course revalidation must be secured from the associate dean for graduate studies.

INDIANA UNIVERSITY – SCHOOL OF EDUCATION

**COURSE REVALIDATION**

**Student Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | ID Number |  |
| Email |  |  |  |
| Major |  | Degree |  |

**Course Information**

Institution (please attach copy of transcript)

**Semester/Year Course Number & Title Credit Hours Grade**

**PLAN FOR REVALIDATION**

Describe below or in an attachment the plan or procedure to establish current knowledge of this course material.

Student’s signature: Date:

Instructor’s signature: Date:

Advisor’s signature: Date:

**COMPLETION OF REVALIDATION**

The student has successfully completed all the requirements set out in the above/attached plan and receives a grade of . Instructor’s signature: Date:

Title: Campus/School:

Advisor’s signature Date

Associate Dean for Graduate Studies signature Date

*\*Coursework over seven years old must be revalidated. (For more details see the current Graduate Bulletin).*

**APPOINTMENT OF ADVISORY COMMITTEE & PROGRAM OF STUDIES**

*- FOR ED.D. (90 CREDIT ONLY) & PH.D. DEGREE -*

|  |  |  |
| --- | --- | --- |
| **Contact Information** |  | |
| Name | ID Number |  |
| Address | Phone |  |

**Doctoral Degree**

Major Minor

**Master’s Degree**

|  |  |  |  |
| --- | --- | --- | --- |
| Year |  |  | |
| Major |  | Minor |  |

**ADVISORY COMMITTEE** *Three members are required. The chair and one other member must be from the major; one member must be from the minor. For interdisciplinary minors, the minor representative must be from outside of the major program area. For Ph.D. students, the chair and one other member must be Graduate School faculty members.*

**Name Signature Title/Rank Date**

Chair

Member – Major

Member – Minor

**Signature Date**

Program Head (optional)

Department Chair

Associate Dean for Graduate Studies

|  |
| --- |
| **PROGRAM SUMMARY** |
| Program Component Number of Hours Hours in My  Required Program |
| Major 36  Inquiry Core 9-15  Minor 12  Electives or Second Minor 6-18  Dissertation 15 |
| TOTAL 90 |

**MAJOR**

***MINIMUM: 36 HOURS.*** *A major consisting of no fewer than 36 credit hours is required. Courses from related areas of study may be included if their relevance to*

*the major can be demonstrated and with committee approval.* ***Six hours of inquiry coursework in the major are required and are counted toward the***

***36 credit hour total.***

\***Course# Course Title School Semester/Year Credits Grade IU Equiv.**

**Early Inquiry Experience and Inquiry Linkage courses in the major:**

\* When listing courses to be transferred from other universities, please list the actual course number and title.

**INQUIRY COURSES IN MAJOR**

One of the major area inquiry courses must be an **early inquiry experience**, wherein a student carries out an actual research project. ***This research project is to be prior to the dissertation and not directly affiliated with the dissertation research*** . The early inquiry experience may be implemented through an independent study course (e.g., 590) or through a departmental research seminar. Each student must carry out an independent research project. The research report resulting from this project must be read and approved by the student's advi sory committee. A form for this purpose is signed by the committee at the time of nomination to candidacy.

The second major area inquiry course is an **inquiry linkage** course. In this course ***research relevant to the major field of specialization is studied***. Such study is to focus on the design and methodology of research in the major area rather than on the findings of the research. Analyzing and critiquing the research methodology are paramount to this experience.

**INQUIRY CORE**

***MINIMUM VARIES BY PROGRAM.*** *Refer to Section A in Appendix for program requirements. At least one three-credit course must include a survey in inquiry methods (usually Y521). Other courses in the inquiry core may be from the areas of statistics, measurement, program evaluation, or in ethnographi c, qualitative, quantitative, or historical research methods. Inquiry core courses ought, generally, to precede inquiry courses taken in the major. Inquiry courses taken in the major or minor may NOT be double-counted in the inquiry core.*

\***Course# Course Title School Semester/Year Credits Grade IU Equiv.**

\* When listing courses to be transferred from other universities, please list the actual course number and title.

**MINOR *MINIMUM 12 HOURS.*** *The minor must have integrity in its own right and must complement the major. The minor field must demonstrate wholeness wit hin itself and contribute to the student's overall doctoral program. Minors are normally formulated within a single program area. Major area courses may not be used in the minor. An interdepartmental minor is also possible:*

*Approval of the interdepartmental minor requires that the student submit:*

***a)*** *a written description of the minor’s underlying theme along with a rationale for each course’s contribution to that theme*

***b)*** *a written explanation for the choice of the minor advisor*

\***Course# Course Title School Semester/Year Credits Grade IU Equiv.**

\* When listing courses to be transferred from other universities, please list the actual course number and title.

**ELECTIVES OR SECOND MINOR**

***MINIMUM 6 HOURS.*** *The minimum of 6 elective credit hours is intended to ensure that students have flexibility in their programs, and to restrict academic programs from stipulating all of the minimum 90 credit hours of the doctoral program. It is expected that most students will have more than six elective credit hours. Elective courses must be relevant to the student’s program of studies.*

\***Course# Course Title School Semester/Year Credits Grade IU Equiv.**

**DISSERTATION *MINIMUM 15 HOURS.*** *Twelve hours of 799: Doctoral Dissertation is required. In addition, three hours of dissertation proposal preparation (795) must be taken. The prospective director of the dissertation should play an active role in the supervision of dissertation proposal writing. These hours can be taken over multiple*

*semesters as needed to maintain active student status.*

\***Course# Course Title School Semester/Year Credits Grade IU Equiv.**

795 Dissertation Proposal Preparation 3

799 Doctoral Thesis in 12

**RESIDENCY** *A total of 60 credit hours (including dissertation credits) must be taken at IUB or IUPUI. Ph.D. students must have two consecutive semesters in which 9 hours of program course work (excluding 799) are completed each semester. Ed.D. students must have either two consecutive 9-hour semesters or three consecutive 6-hour*

*terms. Please indicate the semesters that fulfill this requirement in the box below.*

|  |  |  |
| --- | --- | --- |
| **Year Semester Hours** | | |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**APPENDIX**

**SECTION A: INQUIRY CORE REQUIREMENTS BY PROGRAM**

***The following programs require 9 hours:***

Curriculum & Instruction (except Special Education) Educational Leadership

Higher Education (EdD program) History, Philosophy of Education Instructional Systems Technology

***The following programs require 12 hours:***

Education Policy Studies

Higher Education (PhD program) Language Education

***The following programs require 15 hours:***

Counseling Psychology

Learning and Developmental Sciences

School Psychology

Special Education

School of Education, Indiana University

**APPOINTMENT OF ADVISORY COMMITTEE**

**AND PROGRAM OF STUDIES FOR 60hr, POST-MASTER’S Ed.D. DEGREE**

Name ID Number

Address Phone

Doctoral Major Minor

Master's Degree: Year Major University

*Program*

*Component*

*Hours*

*Required*

*Hours in*

*My Program*

*Major 27*

*Inquiry Core 9*

*Minor 9*

*Electives 0 - 6*

*Dissertation 9*

*TOTAL 60*

*A minimum of 42 hours of post-master's course work (including dissertation) must be taken at IUB or IUPUI.*

*Courses completed 7 or more years prior to the date of passing the oral qualifying examination must be revalidated.*

ADVISORY COMMITTEE

Three members are required. The chair and one other member must be from the major; one member must be from the minor. For interdisciplinary minors, the minor representative must be from outside of the major program area.

Chair

Member

Name Typed or Printed Signature Title/Rank Date

Minor

Member

Program Head (optional) Department Chair

Signature Date

Associate Dean for Graduate Studies

MAJOR\*\*

**MINIMUM 27 HOURS.** A major consisting of 27 credit hours is required. Courses from related areas of study may be included if their relevance to the major can be demonstrated, and if committee approval is secured. Three hours of inquir y linkage course work are required. See below. (An early inquiry experience course is not required in this program.)

Course No.\* Course Title School Sem./Yr. Sem. Hrs. Grade

**INQUIRY LINKAGE COURSE**

**Inquiry Linkage Course**

In this course research relevant to the major field of specialization is studied. Such study is to focus on the design and methodology of research in the major area rather than on the findings of the research. Analyzing and critiquing the research methodology are paramount to this experience.

\* When listing courses to be transferred from other universities, please list the actual course number and title. (An I.U. equivalent course number may be listed in the margin to facilitate program planning.)

\*\* Master's degree course work may not be used in this program. The master's degree is a prerequisite for admission to this program.

INQUIRY CORE\*\*

**MINIMUM 9 HOURS.** Course work must include a survey of inquiry methods (usually Y520). Other courses in the inquiry core may be from the areas of statistics, measurement, program evaluation, or in ethnographic, qualitative, quantitative, or historical r esearch methods. Inquiry core courses ought, generally, to precede inquiry courses taken in the major. Inquiry courses taken in the major or minor may not be "doubled-counted" in the inquiry core.

Course No.\* Course Title School Sem./Yr. Sem. Hrs. Grade

MINOR\*\*

**MINIMUM 9 HOURS.** The minor must have integrity in its own right and must complement the major. The minor field must demonstrate wholeness within itself and contribute to the student's overall doctoral program. Minors are normally formulated within a single program area. Major area courses may not be used in the minor.

An interdisciplinary minor is also possible. If courses in the minor are from more than one program area, a writ ten description of the minor's underlying theme must be provided (on a separate page) along with a rationale for each course's contribution to that theme.

Course No.\* Course Title School Sem./Yr. Sem. Hrs. Grade

\* When listing courses to be transferred from other universities, please list the actual course number and title. (An I.U. equivalent course number may be listed in the margin to facilitate program planning.)

\*\* Master's degree course work may not be used in this program. The master's degree is a prerequisite for admission to this program.

ELECTIVES

Enough elective hours to bring the total to 60. Elective courses must be relevant to the student's program of studies. Courses required in foundations or substantive core perspective may be included in this category.

Course No. Course Title School Sem./Yr. Sem. Hrs. Grade

DISSERTATION

**9 HOURS.** Six hours of 799 Doctoral Dissertation are required. In addition three hours of dissertation proposal preparation must be tak en. This may be a 795 course, an independent study course, or a departmental seminar specifically for this purpose. The prospective director of the dissertation should play an active role in the supervision of dissertation proposal writing.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course No. | Course Title | School | Sem./Yr. | Sem. Hrs. | Grade |
| 795 | Dissertation Proposal Preparation |  |  | 3.0 |  |
| 799 | Doctoral Thesis in |  |  | 6.0 |  |

RESIDENCE

A total of 42 credit hours (including dissertation credits) must be taken at IUB or IUPUI. The program must include either two consecutive nine-hour terms or three consecutive six-hour terms (excluding 799 hours). Please indicate the semesters that fulfill this requirement in the box below.

|  |
| --- |
| Year Semester Hours |
|  |
|  |
|  |

School of Education, Indiana University

**APPOINTMENT OF ADVISORY COMMITTEE**

**AND PROGRAM OF STUDIES FOR DOUBLE MAJOR Ph.D. DEGREE**

Name ID Number

Address Phone

Degree Major Major

Program

Component

Hours

Required

Hours in

My Program

1st Major 36

2nd Major 36

Inquiry Core 9 - 15

Electives 6 - 18

Dissertation 15

TOTAL 90

A total of 27 hours must be from outside the major. This may include courses in the inquiry core and minor. Some courses may fulfill requirements in both majors but the number of hours cannot be double-counted

Courses completed 7 or more years prior to the date of passing the oral qualifying examination must be revalidated.

ADVISORY COMMITTEE

Four members are required. The committee must include 2 representatives from each major. For Ph.D. students, the chair and one other member must be Graduate School faculty members.

Chair 1st

major

Name Typed or Printed Signature Title/Rank Date

Member

1st major

Chair 2nd

major

Member

2nd major

1st Department Chair

2nd Department Chair

Signature Date

Associate Dean for Graduate

Studies

1st MAJOR

**MINIMUM 36 HOURS.** A major consisting of a minimum of 36 credit hours is required. Courses from related areas of study may be included if their relevance to the major can be demonstrated, and if committee approval is secured. Six hours of inquiry course work in the major are required, in addition to the inquiry core component. (See below.)

Course No.\* Course Title School Sem./Yr. Sem. Hrs. Grade

**Early Inquiry Experience and Inquiry Linkage courses in the major:**

**Inquiry Courses in Major**

One of the major area inquiry courses is to be an **early inquiry experience**, wherein a student carries out an actual research project. This research project is to be prior to the dissertation and not directly affiliated with the dissertation research. The early inquiry experience may be implemented through an independent study course (e.g., 590) or through a departmental research seminar. Each student must carry out an independent research project. The research report resulting from this project must be read and appr oved

by the student's advisory committee. A form for this purpose is signed by the committee at the time of nomination to candidacy.

The second major area inquiry course is an **inquiry linkage** course. In this course research relevant to the major field of specialization is studied. Such study is to focus on the design and methodology of research in the major area rather than on the findings of the research. Analyzing and critiquing the research methodology are paramount to this experience.

 When listing courses to be transferred from other universities, please list the actual course number and title. (An I.U. equivalent course number may be listed in the margin to facilitate program planning.)

2nd MAJOR

**MINIMUM 36 HOURS.** A major consisting of a minimum of 36 credit hours is required. Courses from related areas of study may be included if their relevance to the major can be demonstrated, and if committee approval is secured. Six hours of inquiry course work in the major are required, in addition to the inquiry core component. (See below.)

Course No.\* Course Title School Sem./Yr. Sem. Hrs. Grade

**Early Inquiry Experience and Inquiry Linkage courses in the major:**

**Inquiry Courses in Major**

One of the major area inquiry courses is to be an **early inquiry experience**, wherein a student carries out an actual research project. This research project is to be prior to the dissertation and not directly affiliated with the dissertation research. The early inquiry experience may be implemented through an independent study course (e.g., 590) or through a departmental research seminar. Each student must carry out an independent research project. The research report resulting from this project must be read and approved by the student's advisory committee. A form for this purpose is signed by the committee at the time of nomination to candidacy.

The second major area inquiry course is an **inquiry linkage** course. In this course research relevant to the major field of specialization is studied. Such study is to focus on the design and methodology of research in the major area rather than on the findings of the research. Analyzing and critiquing the research methodology are paramount to this experience.

\* When listing courses to be transferred from other universities, please list the actual course number and title. (An I.U. eq uivalent course number may be listed in the margin to facilitate program planning.)

INQUIRY CORE

**MINIMUM VARIES BY PROGRAM.** The following programs require **9** hours: Curriculum & Instruction, Higher Education, Instructional Systems Technology, Educational Leadership, and History & Philosophy in Education. The following programs require **12** hours: Education Policy Studies, Language Education, and School Psychology. The following programs require **15** hours: Learning & Developmental Sciences, Counseling Psychology, Special Education.

At least one three-credit course must include a survey in inquiry methods (usually Y521). Other courses in the inquiry core may be from the areas of statistics, measurement, program evaluation, or in ethnographic, qualitative, quantitative, or historical research methods. Inquiry core courses ought, generally, to precede inquiry courses taken in the major. Inquiry courses taken in the major or minor may not be "doubled-counted" in the inquiry core.

Course No. Course Title School Sem./Yr. Sem. Hrs. Grade

ELECTIVES OR SECOND MINOR

**MINIMUM 6 HOURS.** The minimum of 6 elective credit hours is intended to ensure that students have flexibility in their programs, and to restrict academic programs from stipulating all of the minimum 90 credit hours of the doctoral program. It is expected that most students will have more than six elective credit hours. Elective courses must be relevant to the student's program of studies.

Course No. Course Title School Sem./Yr. Sem. Hrs. Grade

DISSERTATION

**15 HOURS.** Twelve hours of 799 Doctoral Dissertation is required. In addition, 3 hours of dissertation proposal preparation (795) must be taken. The prospective director of the dissertation should play an active role in the supervision of dissertation proposal writing.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course No. | Course Title | School | Sem./Yr. | Sem. Hrs. | Grade |
| 795 | Dissertation Proposal Preparation |  |  | 3.0 |  |
| 799 | Doctoral Thesis in |  |  | 12.0 |  |

RESIDENCE

A total of 60 credit hours (including dissertation credits) must be taken at Bloomington or Indianapolis. Ph.D. students must have two consecutive semesters in which 9 hours of program course work (excluding 799) are completed each semester. Ed.D. students must have either two consecutive 9-hour semesters or three consecutive 6- hour terms. Please indicate the semesters that fulfill this requirement in the box below.

Year Semester Hours

Early Inquiry Requirement Guidelines

Curriculum Studies Program

Curriculum Studies (as well as all doctoral) students in the School of Education are required to complete a 3 credit hour early inquiry project (J605) prior to passing their oral qualification exam. This project must be completed under the direction of a faculty member in Curriculum Studies. "Inquiry" encompasses a broad range of modes, including empirical (interpretive or quantitative), historical, and philosophical research. Collaborative projects carried out by two or more persons are acceptable as long as the contributions of each person can be identified.

It is the primary responsibility of each student to initiate the early inquiry project. However, students should seek assistance from either their Temporary Faculty Advisor (TFA) or Permanent Program Advisor (PPA) in locating potential projects. The faculty will communicate to student’s opportunities to join them in ongoing research that might serve to fulfill the early inquiry requirement. Students may also obtain information about potential projects from the Curriculum Studies Coordinator.

Supervision and evaluation of the project will be conducted by a Curriculum Studies faculty member selected by the student and approved by either the student's TFA or PPA. The evaluation and approval of the inquiry project to meet this requirement is the sole responsibility of that supervisor. The evaluation of a student's early inquiry project cannot be later overturned by

the student's PPA, Program Committee, or the Curriculum Studies Program Coordinator.

Each early inquiry project must result in the writing of a scholarly paper. The goal is to produce a paper that might be presented at a regional or national conference and/or published in a scholarly journal. This is an ideal standard. There is no expectation that the reports be actually presented at a conference or published, but that they are good enough in terms of style and effort to be considered for these.

While the quality of the early inquiry work is expected to be high, expectations about the extent of the project must be set within the 3-credit hour requirement, ordinarily taking no longer than a semester to complete. Faculty advisors and students must work together to limit early inquiry projects to a reasonable and manageable scope. It is not intended that this requirement extend the number of semesters necessary to complete coursework prior to the dissertation.

The inquiry project can be completed in a number of forms as follows. The examples are meant to illustrate, not constrain:

1. Transfer of a master's thesis completed previously.

Example: The student has completed at Michigan State a master's thesis, a case study of curriculum in borne schooling. She consults with her advisor, and together they

Early Inquiry

choose a faculty member with competence to read and assess the study. This person approves the thesis as meeting the inquiry requirement, and three credit hours from the Michigan State transcript is transferred to apply to the doctoral requirements.

2. As an independent study project under the direction of a faculty member (J605).

Example: The student gains access to a middle school on his own, and does an eight-week study of an interdisciplinary team's planning processes used to develop thematic instruction units.

3. As part of a research assistantship arranged with a faculty member, whose research the student would be using to carry out the project (J605).

Example: The student does data coding and analysis from a large-scale survey of schools regarding teacher empowerment. The student identifies her own focus for this work from within the broader study being conducted by the faculty researcher.

4. As part of another course in which the major assignment is an inquiry product, where the student would enroll for J605 in addition to the regular course and carry out a more comprehensive project than required for the other course alone.

Example: The student is enrolled in J660 (The Study of School Programs) where one requirement is to conduct a small-scale field study. She already has worked in a nearby elementary school where she established a close relationship with a third grade teacher. She decides to conduct a study of the service education program developed by this teacher. Students who choose this option (taking both J660 and J605) are expected to conduct a significantly more comprehensive study than students who would only be enrolled in J660.

5. A part of another curriculum studies course or seminar, where the student would enroll in J605 and contract with the course/seminar instructor to do an inquiry project related to the topic of the course or seminar.

Example: A student enrolled in E506 (Curriculum in Early Childhood Education) contracts with the instructor to conduct an early inquiry project that is related to one of the topics examined in the course.

6. As part of a group inquiry project course, in which the group carries out a joint project under the direction of the instructor.

Example: A faculty member offers J638 (Curriculum/Instruction Practicum) in which a group of four students under her supervision spends a semester collecting data related

Early Inquiry

to the school's Performance-Based Assessment for their state accreditation. Each student selects one PBA area, such as "school climate," and works on the data collection, analysis, write-up, and dissemination of results to the school community.

If you have any questions about this requirement, please do not hesitate to contact your TFA, PPA, or the Coordinator of the Curriculum Studies Program.

INDIANA UNIVERSITY – SCHOOL OF EDUCATION

**EARLY INQUIRY EXPERIENCE APPROVAL**

**Student Information**

Name ID Number

Email

**ADVISORY COMMITTEE SIGNATURES**

This is to certify that I have read the research report describing the early inquiry study\* carried out by the above named student, and that I find in this report evidence of satisfactory research skills for nomination to candidacy.

*\*The intent of the early inquiry experience requirement is for students to conduct a small inquiry project (collect and analyze data, and write a research report) prior to the dissertation research, and not related to the dissertation research.*

Chair: Date:

Member: Date:

Minor member: Date:

**Qualifying Exam Requirements**

**Curriculum Studies Program**

The CSP doctoral qualifying dossier provides an opportunity for students advancing to candidacy to consolidate and synthesize knowledge they have gained from completing their course work. It is assumed that this course work exposed students to a wide range of ideas and matured their capacity to express their ideas in writing. The dossier, therefore, asks students to include quality examples of their own scholarly writing that t represents their current thinking about the field. Second, the preparation of the dossier constitutes an opportunity for doctoral students to demonstrate that they have attained a level of knowledge and developed their talents to successfully conceptualize and conduct the kind of original inquiry expected in the dissertation. Both the form and content of the documents included in the dossier should be consistent with the kind of writing typically found in a quality dissertation. (It is recommended that students read one or more recent, high quality dossiers and dissertations to familiarize themselves with such writing.) Above all, the qualifying exam process should not be viewed as merely a bureaucratic hurdle. The preparation of the dossier serves as a kind of bridge between the course work phase of the program and the dissertation stage. Since the challenges of writing a dissertation in many ways exceed those of successfully completing courses, we expect dossier to include work that goes beyond documents that have received high grades in courses. We expect that the works included in the dossier will serve as clear evidence that the student understands and can participate in the scholarly discourse with the field of Curriculum Studies. As committee members read the dossier, they will look for writing that is both artful and precise and thinking that is original and well connected to the major concepts and themes in the field. Readers will also seek evidence of an understanding of the meaning of inquiry: its diverse orientations and the methodologies needed for conducting quality research. Finally, the dossier should include examples of clearly articulated positions on important educational issues that are grounded in sound reasoning and credible evidence. As candidates prepare the dossier, they should confer with their program advisor to determine the content of the dossier. Since the number of pieces to be included is relatively small, it is imperative that the contents be selected with great care and that they represent the student's best work.

In order to meet the Qualifying Exam requirement in the Curriculum Studies Program, all CSP students will be expected to submit a dossier to their Program Committee that includes the following:

1) Statement of Professional Activities and Resume -

Students will submit a recent resume and a three to ten page review of their professional activities in the following areas: a) scholarship, b) teaching, and c) service. This statement should he a review of their work much like a tenure and/or promotion statement. (All papers should he double spaced, 10 – 12 pts.)

2) Overview of Curriculum Studies Paper -

Students will submit a 10 - 20 page overview of the Curriculum Studies field in which they articulate the most significant schools of thought and/or the ideas of individual scholars that have influenced their current thinking juxtaposed against those ideas that they have rejected. The focus of this paper is to present a broad overview of the field and articulate the student's own

“place" within it.

3) An Exemplary Paper-

Students will submit a 20-40 page paper as an example of their best scholarship. Typically, this paper will be a re-written paper from a previous seminar, a revised paper that has been presented at a conference, or a completely new work. In any case, it must be significantly more compressive and more thoughtfully crafted than any paper completed as part of one's course work. In short, this paper should clearly reflect the student's ability to write a dissertation, and be similar in quality to those that one might submit for publication in a scholarly journal. APA or Chicago Manual of Style editing should he used for this paper.

4) Reflective Assessment of Early Inquiry Experience -

Students will submit their Early Inquiry Experience (J605) paper and a reflective assessment (5 - ¬10 pages) of the methodology used for this project in light of their most recent thoughts regarding educational scholarship. What ideas and strategies that were used to collect and analyze your J605 data are, upon reflection, particularly important and/or no longer of value to you as an educational scholar? What ideas and/or strategies now seem particularly worthwhile

to you but were not utilized when the J605 project was conducted?

5) Presentation -

Students will submit a memo from at least one faculty member who observed them present a paper at a local, state, regional, national, or international conference or another venue approved by a given student's Program Committee.

**Nomination to Candidacy**

**Forms:**

 Nomination to Candidacy for the Ph.D.

 Nomination to Candidacy for the Ed.D.

It is the responsibility of the advisory committee, either before or during the oral examination, to review all aspects of the student's doctoral program work, to assess the student's development as a scholar and a professional educator, and, if appropriate, to discuss topics for dissertation research and career goals. In other words, the committee is expected to take stock of the student's progress in the doctoral program, to inventory the work remaining, to plan program requirements so there is a good fit to career goals, and to offer critique, advice, and encouragement.

Review of all scholarly work produced by the student is an integral component of this program review. It is the responsibility of the advisory committee, and especially of the committee chair, to examine all major scholarly works produced by the student during the program of studies. These works include the research manuscript, which has resulted from the early inquiry experience study, papers presented at conferences or published, and scholarly works produced in courses taught throughout the program of studies. (These may include

literature reviews, position papers, curriculum development projects, program evaluation studies, measurement instrument construction studies, needs assessments, library research studies, and databased research.) Some doctoral programs have lists and descriptions of the types of

scholarly products expected of their students prior to nomination to candidacy.

When the advisory committee is satisfied with the student's performance in the written and oral qualifying examinations and with the student's overall progress in the doctoral program, the student is nominated to candidacy.

**Admission to Candidacy**

Admission to candidacy is awarded after the student has been nominated to candidacy and after all required course work has been completed. Considerable time may sometimes elapse between nomination to candidacy and admission to candidacy due to incomplete course work or

old course work requiring revalidation.

INDIANA UNIVERSITY – RESEARCH AND THE UNIVERSITY GRADUATE SCHOOL

**NOMINATION TO CANDIDACY FOR THE ED.D.\***

**Contact Information**

Name Address

Major Area

Minor Area

ID Number Phone

Email

Date of Written Exam

Date of Oral Exam

**Advisory Committee Member Signatures**

*This certifies that the above named student has passed the Qualifying Examination and is hereby nominated to candidacy for the*

*Ed.D. degree*

**Name Signature Date**

Advisory Committee Chair

Committee Member

Committee Member Committee Member

Minor Committee Member

Minor Qualifying Exam:

Passed Waived

**Signature Date**

Department Chair

Associate Dean for Graduate Studies

Date Candidacy Expires:

\* Admission to candidacy will occur upon successful completion of the oral qualifying examination **and** completion of all course work in the student’s program of studies.

The University Graduate School

**NOMINATION TO CANDIDACY FOR THE Ph.D. DEGREE**

Name of Student Student ID #:

Current Mailing Address

Department Date of Enrollment/Univ. Graduate School\_ Birth date:

Date Qualifying Exam (mo/day/yr) **DATE CANDIDACY EXPIRES**

Total Graduate Credits Earned (including Transferred Credits\*)

**REQUIREMENT COMPLETION DATES**

Academic Plan: Academic Sub-Plan:\_

Minor\_

Date /\_ /\_

Date /\_ /\_

Minor\_

Date /\_ /\_

Language Proficiency (If student is using research skill, please list courses)

Date /\_ /\_

Date /\_ /\_

**~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~**

**This certifies that the above named student has passed the Qualifying Examination and is hereby nominated to candidacy for the Ph.D. degree.**

Advisory

Committee

Signatures

Outside Minor (Outside Minor Examination Passed)

**OR**

(Outside Minor Examination Waived)

**~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~**

Chair or Graduate Advisor/Major Department Date

Information Verified/Ph.D. Recorder Date University Graduate School

Approved/Dean

University Graduate School

Date\_

**\*Do not submit this form to the University Graduate School until the transfer of all credits from other institutions has been approved.**

Research and the University Graduate School

**NOMINATION TO CANDIDACY FOR THE DOUBLE MAJOR Ph.D.**

Name\_

ID# (last) (first) (middle)

Current address\_

(street) (city) (state) (zip)

Phone: Home\_ Office\_

Date First Qualifying Exam /\_ \_/\_ Date Second Qualifying Exam /\_ /\_

Date Enrolled in University Graduate School\_ Date Candidacy Expires\_

Total Graduate Credits Earned (including transferred credits)

REQUIREMENT COMPLETION DATES

First Major

Date /\_ /\_

Minor

Date /\_ /\_

Second Major

Date /\_ /\_

Minor

Date /\_ /\_

Language Proficiency (If student is using research skill, please list courses.)

Date /\_ /\_

Date

/\_ /\_

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* This certifies that the above named student has passed the Qualifying Examinations and is hereby nominated to candidacy for the Ph.D. degree.

First Major

**Advisory**

**Committee**

First Major Second Major Second Major

Outside Minor

(name printed) (signature) (name printed) (signature)

(name printed) (signature)

(name printed) (signature)

Examination PASSED (name printed) (signature)

OR Outside Minor

Examination WAIVED (name printed) (signature)

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Chair or Graduate Advisor/First Major Date

Chair or Graduate Advisor/Second Major Date

Information Verified/Ph.D. Recorder

University Graduate School

Approved/Dean

University Graduate School

Date

Date

INDIANA UNIVERSITY – SCHOOL OF EDUCATION

**NOMINATION OF RESEARCH COMMITTEE FOR THE ED.D\***

**Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | ID Number |  |
| Address |  | Phone |  |
|  |  | Email |  |
| Major |  | Minor |  |

Proposed Thesis Title

**DISSERTATION PROSPECTUS:** Please attach a one to two-page summary of the proposed research. If the research involves human or animal subjects, biohazards, or radiation, please also attach an approval from the appropriate committee.

**RESEARCH COMMITTEE SIGNATURES**

**Name Signature Department Date**

Chair

**Signature Date**

Department Chair

Associate Dean for Graduate Studies

*\*To be used only by students who have passed the Qualifying Examination and have been nominated to candidacy.*

*\*The membership of the research committee and the dissertation prospectus must be approved by the School of Education at least 6 months*

*before the defense of the dissertation.*

**The membership of the research committee and the dissertation prospectus must be approved by the**

**University Graduate School at least 6 months before the defense of the dissertation.**

The University Graduate School

**NOMINATION OF RESEARCH COMMITTEE FOR THE PHD**

Name of Student

Univ ID

Department

Birth Date

Major

Minor(s)

Date of Qualifying Exam

Date of Enrollment in the University Graduate School

Proposed Dissertation Title

Dissertation Prospectus: Please attach a one-to-two page summary of the proposed research. If the research involves human subjects, animals, biohazards, biosafety, or radiation, please also attach an approval from the appropriate committee.

**Note:** Your signature below indicates that you have read the attached prospectus and agree to serve, if appointed, on a committee to supervise this research.

**NAME SIGNATURE DEPARTMENT UNIV ID**

(Please type)

(Chair of Committee)

(Minor Representative)

**All committee members must be members of the Graduate Faculty and at least half must have the endorsement to direct doctoral dissertation committees.**

I certify that I have examined the attached prospectus and that this committee is appropriate to supervise research in this area.

Signature/Departmental Chairperson

Date

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Approval/Dean

University Graduate School

Date

\*To be used only by students who have passed the qualifying examination and who have previously been admitted to candidacy.

**The membership of the research committee and the dissertation prospectus must be approved by the**

**University Graduate School at least 6 months before the defense of the dissertation.**

Research and the University Graduate School

**NOMINATION OF RESEARCH COMMITTEE FOR THE DOUBLE MAJOR Ph.D.**

Name\_

ID# (last) (first) (middle)

Current address

(street) (city) (state) (zip)

Phone: Home\_ Office\_

First Major

Second Major

Minor \_ Minor

Date First Qualifying Exam /\_ /\_ Date Second Qualifying Exam /\_ /\_

Date Enrolled in University Graduate School\_ Date Candidacy Expires\_

Proposed Dissertation Title

Dissertation Prospectus: Please attach a one- to two-page summary of the proposed research.

**Note: Your signature below indicates that you have read the attached prospectus and agree to serve, if appointed, on a committee to supervise this research.**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | SIGNATURE | DEPARTMENT | ID NO. |
| (please type) |  |  | (optional) |

(Co-chairperson for First Major--Full Member)

(Member for First Major)

(Co-chairperson for Second Major--Full Member)

(Member for Second Major)

(Member for Outside Minor--one member per minor)

(Member for Outside Minor--one member per minor)

**ALL COMMITTEE MEMBERS MUST BE MEMBERS OF THE UNIVERSITY GRADUATE SCHOOL FACULTY AND AT LEAST HALF MUST BE FULL MEMBERS.**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**I certify that I have examined the attached prospectus and that this committee is appropriate to supervise research in this area.**

Department Chairperson First Major Date

Department Chairperson Second Major

Date

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Approved/Dean

University Graduate School

Date \_

I NDIANA U N IVERSITY -SCHOOL OF EDUCATION



DISSERTATION PROPOSAL APPROVAL FORM

CANDIDATE INFORMATION

Name

10#

Major Degree

Minor

PROPOSED DISSERTATION TITLE

DISSERTATION RESEARCH COMMITTEE

Name

Signature

Date

Committee Chair Dissertation Director Member

Member

Member

Outside Member

Department Chair

*\*if the research involves th e use of human subjects, this proposed study must be approved by the Campus Committee for the Protection of Human Subjects prior to data collection .*

Yes No The proposed stud y involves the use of human subjects

Yes No If "Yes," a copy of the Human Subjects Use Approval is attached

Attach a one to two page summary of the proposed research and return to: Office of Graduate Studies, Ed u cation 2 I 00

Bloomington, I N 47405-1006