

Education Doctoral Program Handbook

**for Faculty and
Students**



**The Graduate School &
Dewar College of Education**

Ed.D. Handbook for Faculty and Students

This handbook is designed to bring together the relevant guidelines and procedures for completing the Ed.D. program at Valdosta State University. Please note that the handbook is meant to supplement, not replace, the VSU Graduate Catalog.

The handbook includes program requirements and most forms needed by Ed.D. students and advisors. Students are strongly encouraged to obtain a copy of the Guide at the beginning of their programs and to refer to it often.

Office of the Dean, Dewar College of Education 229-333-5925

Department of Career and Adult Education 229-333-5928

Department of Curriculum, Leadership, and Technology 229-333-5633

4th Edition, 2009



Valdosta State University is a Regional University of the University System of Georgia. It is an equal opportunity educational institution which does not discriminate against any applicant for admission or any student or employee based on the sex, race, religion, color, national origin or disability of the individual.

Table of Contents

Program Overview	5
Program Administration	5
Program Mission	5
Program Goals	6
Admission Requirements	6
Admission Procedures	7
Required Courses	8
Disciplinary Core	8
Educational Inquiry	8
Areas of Specialization.....	9
Adult and Career Education	10
Curriculum and Instruction	12
Leadership	13
Degree Requirements	15
Residency	15
Coursework	15
Program Electives	15
Transfer Credit	15
Academic Standards	15
Admission to Candidacy	15
Comprehensive Examinations	16
The Dissertation	16
Degree Inscription	17
Faculty Responsibilities	17
Academic Advising	17
Teaching	17
Dissertation Committee	17
Extension Guidelines.....	18
Student Responsibilities	19
Ethical Conduct	19
Attendance	19
Academic Honesty	19
Regulatory Compliance	19
Program Checklist	20

List of Forms

Program Checklist	20
Declaration of Residency Intent.....	21
Admission to Candidacy	22
Dissertation Committee	23
Dissertation Proposal Approval	24
Dissertation Defense Notification.....	25
Final Approval of Dissertation.....	26
UMI Dissertation Abstract Processing Fee.....	27
UMI Doctoral Dissertation Publish Abstract Only Agreement	28
UMI Subject Categories	29

- The applicant must submit a detailed biographical/career goals statement.
- The applicant must submit three recommendations from persons who can address the applicant's professional qualifications and potential for successfully completing the program.
- The applicant must submit a detailed statement of professional preparation and experience, including documentation of required research and computer skills. This statement, along with the biographical/career goals statement will serve as writing samples and will be rated as part of the evaluation process.
- The applicant must submit a letter of support from his or her school district, institution, or agency.
- The applicant must arrange for official transcripts from all colleges previously attended to be submitted to the Graduate School.
- The applicant must complete a full set of application forms as required by the Graduate School.

Admission Procedures

Admission procedures have been established for the Doctor of Education Degree program, as shown below.

- Formal applications are obtained from and submitted directly to the Graduate School for initial evaluation.
- Students may not apply for more than one program area.
- A Program Area Committee will review the credentials of each applicant seeking admission into that program area. Candidates receiving further consideration for admission may be required to appear before the appropriate Program Area Committee for an interview. Each Program Area Committee will make recommendations concerning acceptance or rejection to the Doctoral Coordinating Committee which will make the final decisions regarding admission to the program.
- Applicants will be notified in writing by the Graduate School of the decision of the Doctoral Coordinating Committee.

Required Courses

The following courses are required for all doctoral programs in the Dewar College of Education.

Disciplinary Core

ACED 9400 Adult Learning Strategies 3 hours

Design, development, and implementation of adult learning programs. Particular emphasis will be placed on curriculum models, goals, organization, methodology, career development, and evaluation for adult learners and learning programs.

CIED 9100 C&I Systems..... 3 hours

Study of concepts, theories, and trends for curriculum, instructional systems, and the change process. Includes a current review of related literature and reflective analysis of practice.

LEAD 9030 Leadership Problems: Interdisciplinary Analysis..... 3 hours

Focus on Leadership problems with emphasis on the application of leadership and planning skills in the resolution of educational problems and issues.

Educational Inquiry

RSCH 9800 Research Design and Foundations for Advanced Quantitative, Qualitative, and Mixed Methods Research 3 hours

Research design for quantitative, qualitative, and mixed methods research in education. Philosophical foundations, research techniques, and fundamentals of each approach are presented. Basic statistics are reviewed from descriptive to ANOVA. This course is a foundation for all other advanced courses in research.

RSCH 9820 Qualitative Research Methods 3 hours

Study and application of qualitative research

research and application of qualitative re

Areas of Specialization

Majors are offered in the three program areas previously mentioned:

- Adult and Career Education,
- Curriculum and Instruction, and
- Leadership.

The curriculum for each major is structured to expand a student's knowledge of and skill in analyzing and solving educational problems through research grounded in an interdisciplinary approach. The course content and experiences of each major provide the focal point for the application of knowledge and skills from the core curriculum courses. Each student develops a program of study particular to the student's academic/career interests and needs.

Adult and Career Education

The Adult and Career Education Major provides advanced, professional training for individuals pursuing careers in teaching and leadership of career education and related fields. The program prepares students for working with adult learners and students in career education fields and the secondary and postsecondary levels in the public and private sectors.

Selected Performance Outcomes

- Program graduates will demonstrate the ability to engage in focused inquiry by researching a topic, evaluating relevant literature, writing a comprehensive dissertation, and presenting the results of their study.
- topic, evaw T*/J/C2_ea01 Trch,1.153 Tdori toap672 0.a72 -1.yw -19m72 0 emSelecte stu(Adult 0259 00 Td()

Major and Interdisciplinary Courses

ACED 9410 Diverse Populations in ACED----- 3 hours

Analysis of decision making, policy development and implementation of adult and career education programs serving diverse adult populations. Particular emphasis will be placed on adult populations such as adults with special needs, military veterans, displaced workers, single parents, incarcerated adults, older workers and others.

ACED 9420 Issues and Trends in Adult and Career Education ----- 3 hours

Emphasis on topics relating to adult and career education that are considered to be especially significant to the field because of current research development and legislation.

ACED 9430 Leadership in Adult and Career Education----- 3 hours

Exploration of theory and development of leadership in adult and career education settings. Emphasis will be placed on identifying effective leadership characteristics, expanding leadership skills, and developing a philosophy of effective leadership.

ACED 9440 Seminar in Adult and Career Education ----- 3 hours

Exploration of topics specific to adult and career education in industry and/or educational settings. Emphasis will be given to examination of research, as applied in the public and private sectors.

Interdisciplinary ----- 12 hours

Within the program of study a minimum of 3 hours must be taken from courses offered outside The advisor and the student will jointly complete an approved program of study to be followed.

Dissertation

ACED 9999 Dissertation in Adult and Career Education 9 hours

Prerequisite: 1rn-000(ns)s2m01.7 rom d outside

Curriculum and Instruction

The Curriculum and Instruction major provides interrelated courses and guided experiences to develop student understanding of effective instructional systems and application of theoretical foundations in curriculum and instruction. Courses work requires doctoral students to research, design, develop, implement, evaluate, and disseminate innovative educational practices in a variety of learning environments.

Selected Performance Outcomes

- Doctoral candidates will demonstrate inquiry skills in quantitative, qualitative, and mixed research methodologies.
- Doctoral candidates will demonstrate a comprehensive understanding of the knowledge, research, and theories appropriate to their major field by completing a comprehensive

Leadership

The Doctor of Education with a Major in Leadership is a terminal degree. It seeks to develop effective, ethical, and diverse leaders who will maximize achievement in schools and other organizations. Skill applications serve as the connection between knowledge and inquiry skills developed in the core curriculum, interdisciplinary, and research courses leading to restructured practice and school or organizational improvement.

The Ed.D. program of study does not automatically result in leadership certification. With a passing score on the GACE--Educational Leadership assessment educators holding a masters or higher degree are eligible for a non-renewable leadership certificate (NL). A clear renewable performance-based Leadership certificate (PL) can then be pursued in parallel with the Ed.D. Students pursuing certification must also participate in the [Performance-Based Leadership Certificate Add-On \(PL\)](#) program either during or after the Ed.D. program.

Selected Performance Outcomes

- Doctoral candidates will demonstrate inquiry skills in quantitative, qualitative, and mixed research methodologies.
- Doctoral candidates will demonstrate a comprehensive understanding of the knowledge, research, and theories appropriate to their major field by completing a comprehensive examination.
- Program graduates will demonstrate the ability to engage in focused inquiry by researching a topic, evaluating relevant literature, writing a comprehensive dissertation and presenting the results of their study.

Selected Outcome Assessments

- Doctoral candidates will successfully complete course work in quantitative, qualitative, and mixed research methodologies.
- Doctoral candidates will successfully develop written responses to a comprehensive examination. Written responses will be evaluated by a team of faculty members.
- Program graduates will be evaluated by a faculty committee on the development and defense of their dissertation.

Major and Interdisciplinary Courses

LEAD 9010 Instructional Leadership for School Administrators 3 hours

Focus on the theoretical and practical knowledge base in Leadership and the skills and processes needed for school improvement with emphasis on leadership for instruction and learning to meet the needs of a diverse community of learners.

LEAD 9020 Planning for Instructional Leaders..... 3 hours

Theoretical and practical aspects of change with emphasis on the knowledge and skills to plan for change in an efficient, effective, and systematic fashion for instructional improvement in schools.

LEAD 9040 School Organizational and Cultural Studies 3 hours

Simulation and field practice in developing and implementing educational research on the effects of school organization and culture.

Interdisciplinary 12 hours

The advisor and the student will jointly complete an approved program of study to be followed.

Dissertation

LEAD 9999 Dissertation in Educational Leadership 9 hours

Prerequisites: LEAD 9870. Investigation and completion of a field-based project on an educational leadership or educational leadership-related issue. Development and defense of the dissertation proposal and the dissertation. Must be taken each fall and spring semester until the dissertation is completed. The number of hours taken per term must be approved by the dissertation chair. A minimum of 9 hours must be completed.

Degree Requirements

Residency

In order to access and experience the full range of facilities and resources, cultural events, and opportunities for intellectual interaction with peers and scholars, doctoral students must complete a period of residency. Requirements for the residency are fulfilled upon completion of two consecutive semesters of full-time doctoral study as designated on the Declaration of Residency Intent Form submitted to the Graduate School. See [Declaration of Residency Intent](#) form on page 21.

Coursework

The doctoral program will be no less than 45 semester hours of coursework and nine semester hours of dissertation credit. Additional hours may be added by the doctoral advisor, depending upon the student's academic record, work experience, career goals, etc.

Courses taken more than seven years prior to the semester of comprehensive examination completion cannot be used to meet graduate degree requirements.

Program Electives

Electives must be at the graduate level and approved by the advisor.

Transfer Credit

Students may petition to transfer up to six hours of post masters' level work appropriate to their program. The advisor must approve all transfer credit. The request must be initiated through the student's advisor.

Academic Standards

Throughout their program, students' performance must be acceptable on a continuing basis. Students must at all times maintain an overall grade-point average of not less than 3.25. No grade below C will be credited toward a graduate degree. Any student acquiring any combination of two grades, D, F, WF, or U will be dismissed from the Graduate School.

Admission to Candidacy

Doctoral students are admitted to candidacy and approved to begin dissertation research upon successful completion of all course work and comprehensive exams. See [Admission to Candidacy](#) Form on page 22.

Comprehensive Examinations

Comprehensive exams are taken following completion of all coursework. Successful completion of the comprehensive exam is communicated to the Graduate School and the Registrar by the department. Guidelines and expectations for comprehensive examinations may be obtained from the appropriate department.

The Dissertation

General dissertation requirements are published in the Thesis and Dissertation Guide, available online at the Graduate School website. All students must register for dissertation credit each semester in which they are actively working on the project. A minimum of nine semester hours of dissertation credit is required for the degree. Students must be enrolled in the dissertation course in the semester in which they graduate. In progress (IP) grades are given for dissertation credit prior to completion of the dissertation. Upon completion of the dissertation IP grades are changed to S. When students are ready to begin their dissertation, a committee to supervise the dissertation must be formed and approved using the [Dissertation Committee](#) form on page 23. Upon approval of the committee, students may convene the committee to begin developing the proposal.

In consultation with the dissertation chair, students prepare a proposal that details the proposed research project. The student will convene the dissertation committee to approve the project. At least three positive votes are required for approval. The [Dissertation Proposal Approval](#) form is provided on page 24.

Three types of dissertations are accepted: Traditional, Journal-Ready, and Monograph. The type is determined in the proposal defense and all dissertation committee members must approve the student's selected type of dissertation.

The dissertation committee chair will inform the student when the dissertation committee considers the document ready for defense. The student must notify the Graduate School in writing of the date, location, and time of the defense at least two weeks in advance. The [Dissertation Defense Notification](#) form is provided on page 25.

The final defense of the dissertation must be completed not fewer than four weeks before the scheduled date of graduation. The oral defense is open to the academic community and others by invitation. The deliberations regarding the defense will be conducted by the committee members only. The successful dissertation defense requires at least three positive votes by the dissertation committee. The dissertation committee chair shall certify to the dean of the Graduate School that the student's dissertation has been accepted and approved. A copy of the dissertation will be submitted to the Dean of Dewar College of Education for review. Following the dean's approval a copy will be submitted to the Graduate School. See the [Final Approval of Dissertation](#) form on page 26.

The final approved dissertation must be submitted to the dean of the Graduate School no fewer than two weeks before the scheduled date of graduation. Five copies of the dissertation (2 for the library, 1 each to the student, the major professor, and the department), signed by the major professor, members of the dissertation committee, the dean of the Dewar College of Education, and the dean of the Graduate School, shall be submitted to the Odum library no fewer than five days after the scheduled date of graduation. Additional copies may be bound at the student's discretion.

The signature of the dean of the Graduate School on the dissertation and the subsequent submission of the [Final Approval of Dissertation](#) form to the Registrar will indicate final acceptance of the student's dissertation and mark the completion of the requirements for the doctoral degree.

Graduation Students must apply for graduation during the semester prior to the semester in which they plan to graduate. Applications are comple

Composition of the Dissertation Committee:

-

Student Responsibilities

Ethical Conduct

Students are expected to demonstrate high professional and ethical standards while in the Ed.D. program. A Code of Ethics is presented in the [VSU Student Handbook](#).

Attendance

Each student is expected to attend all classes and other scheduled meetings or workshops. Punctuality and full participation are expected. Students who have valid reasons for an absence or an early departure should make arrangements with instructors in advance. In case of emergency, a student is expected to inform the instructor and arrange to make up work.

Academic Honesty

Academic honesty is required at all times by all students. Academic dishonesty involves acts which may subvert or compromise the integrity of the academic process. Grades and degrees earned by plagiarism, defined as “the copying of the language, structure, ideas, and/or thoughts of another and passing off same as one’s own, original work,” cheating, and other dishonest means devalue those earned by all students. Incidents of academic dishonesty may result in a failing grade for the assignment, or for the course, and in some cases, dismissal from the program following an appropriate disciplinary hearing process. An extensive discussion of plagiarism, including examples, is included in the [Thesis and Dissertation Guide](#).

Regulatory Compliance

Students are responsible for complying with all relevant regulations concerning the use of human and/or animal subjects, radioactive or other hazardous materials, legend drugs, and recombinant DNA in research, study, and experimentation. Approval by the Institutional Review Board is needed prior to beginning any research. Contact the [Office of Grants and Contracts](#) for more details.

Program Checklist

In order to assist doctoral students and advisors in monitoring progress toward completion of requirements, a checklist is provided on page 20.

Program Checklist

<u>Task</u>	<u>Date Completed</u>
Attend orientation	_____
Schedule initial meeting with Advisor	_____
Secure program of study approval	_____
Submit Declaration of Residency Intent form (page 21)	_____
Complete candidacy requirements	_____
Submit Admission to Candidacy form (page 22)	_____
Submit Dissertation Committee Form (page23)	_____
Submit dissertation proposal	_____
Receive approval for proposal defense	_____
Defend dissertation proposal	_____
Secure IRB approval	_____
Submit Dissertation Proposal Approval form (page 24)	_____
Apply for graduation	_____
Complete dissertation	_____
Receive approval for dissertation defense	_____
Submit Dissertation Defense Notification form (page 25)	_____
Defend dissertation	_____
Make final committee revisions	_____
Submit a copy of the dissertation to the COE Dean	_____
Submit completed Final Approval of Dissertation form (page 26) to the Graduate School	_____
Submit one final draft copy of dissertation to Graduate School for approval at least two weeks before graduation	_____
Make revisions as required by the Graduate School	_____
Receive approval from Graduate School	_____
Complete UMI Dissertation Processing Fee form (page 27)	_____
Complete Thesis/Dissertation Binding Information Sheet	_____
Pay UMI and binding fees at the Bursary	_____
Take copies to the library.	_____
Submit UMI Doctoral Dissertation Publish Abstract Only Agreement form and digital copy of completed dissertation to Doctoral Program Coordinator	_____
Graduate!	_____

Declaration of Residency Intent

Student	ID Number
Department	Major

All students entering the Ed.D. program must file a Declaration of Residency Intent with the Dean of the Graduate School prior to beginning residency. The initial plan for residency must show that the objectives of the residency will not be compromised by the student’s employment or any proposed employment. Upon completion of coursework, the comprehensive exam, and the final oral defense, the Residency Plan that was followed must be submitted to the Dean of the Graduate School. The residency requirement is outlined below. All courses applied toward the fulfillment of the residency requirement must be at the graduate level and related to the degree. Residency must be completed prior to admission to candidacy.

The Residency requirement for doctoral students will be satisfied upon completion of at least 6 semester hours of degree-related graduate courses during each of two consecutive semesters.

Intended Semesters of Residency _____ and _____
Semester/Year Semester/Year

Student Signature	Date
-------------------	------

The student’s plans for employment during the intended residency period as specified above will not interfere with satisfactory completion of the residency requirement.

Doctoral Advisor	Signature	Date
Department Head of Major	Signature	Date
COE Dean	Signature	Date
Graduate School Dean	Signature	Date

Copies to be filed in the major department, the COE Dean’s Office, and the Graduate Dean’s Office.

Admission to Candidacy

Student _____ ID Number _____

Department _____ Major _____

The above named student has successfully completed comprehensive examinations and is admitted to candidacy for the Doctor of Education degree.

Comprehensive Examination _____
Date Completed _____

_____	_____	_____
Doctoral Advisor	Signature	Date

_____	_____	_____
Department Head of Major	Signature	Date

_____	_____	_____
COE Dean	Signature	Date

_____	_____	_____
Graduate School Dean	Signature	Date

Copies to be filed in the major department, the COE Dean's Office, and the Graduate Dean's Office.

Dissertation Committee

Student

ID Number

Department

Major

Check the appropriate category: Appointment Change

Doctoral Advisor

Signature

Date

It is recommended that the faculty members listed below serve as members of the Dissertation Committee

Dissertation Proposal Approval

Student

ID Number

Department

Major

*Title of the dissertation to be applied toward the requirements of the degree program listed above.

Is IRB Review Approval Attached? Yes No

The Dissertation Committee is responsible for ensuring that the dissertation contributes new knowledge of fundamental importance or significantly modifies, amplifies, or interprets existing knowledge in a new and important manner.

_____ listed a53 TD()Tj8dge

Dissertation Defense Notification

Student ID Number

Department Major

Date Time Location

Title of Dissertation:

Abstract: (Copy and Paste Abstract here or attach as separate page.)

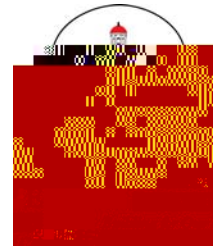
Student Signature Date

Dissertation Committee Chair Signature Date

Copies to be filed in the major department, the COE Dean's Office, and the Graduate Dean's Office.

Final Approval of Dissertation

**UMI Dissertation Abstract Processing Fee
The Graduate School
Valdosta State University**



FOR DOCTORAL STUDENTS ONLY

Please pay the UMI processing fee when paying the binding fee (separate form) at Valdosta State University's Bursary. **Return this form with a copy of your abstract and title page on CD to Dr.**

