Leadership for School Improvement
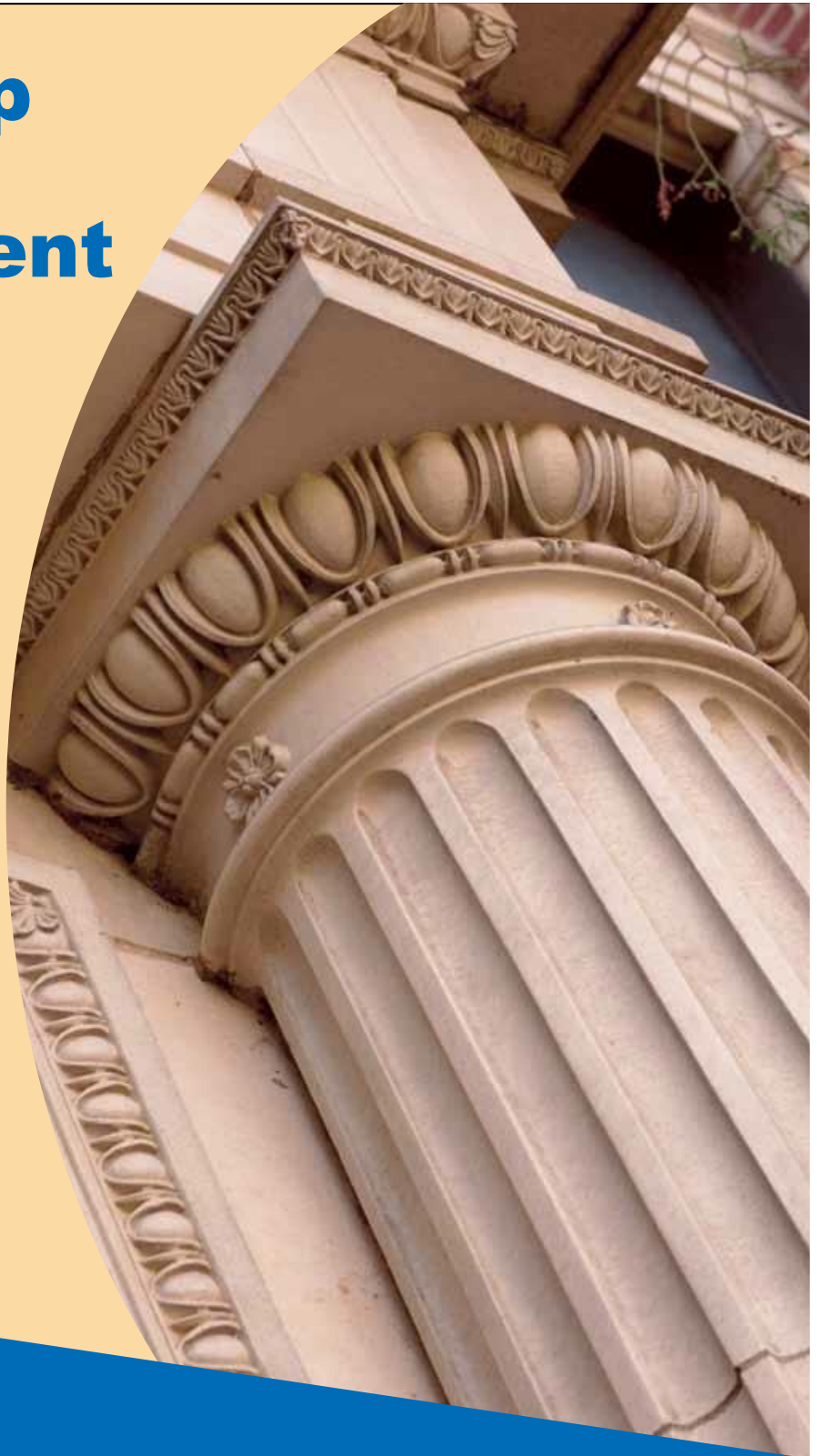
A statewide doctor of education program

Program Handbook

Revised Fall 2013

WASHINGTON STATE UNIVERSITY

Leadership for School Improvement
WSU's Statewide Doctor of Education Program Handbook

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College of Education

Conceptual Framework

The College of Education contributes to the theory and practice of the broad field of education, and dedicates itself to understanding and respecting learners in diverse cultural contexts. We facilitate engaged learning and ethical leadership in schools and clinical settings. We seek collaboration with diverse constituencies, recognizing our local and global responsibilities to communities, environments, and future generations.

Mission Statements

Department of Educational Leadership & Counseling Psychology
The mission of the Department of Educational Leadership and Counseling Psychology is to address the needs of communities, individuals, and educational institutions in a diverse society through leadership, scholarship, collaboration and professional practice.

Educational Leadership Program
The Washington State University Educational Leadership Program prepares practitioner-scholars for leadership in education at the local, state, national, and international levels. A team of academic and field-experienced faculty blends scholarship and practical expertise to prepare school leaders who utilize research, implement policy, and reform practice to improve learning and achievement for all students. The statewide program serves students from all WSU campuses and fosters a community of educational leaders who work together toward the goals of school improvement and social justice.

To implement this mission, the Educational Leadership program is organized around four major content strands: Leadership/Instructional Leadership; Policy and Systems; Ethics, Diversity and Social Justice; Inquiry into Problems of Practice.

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Introduction

The Educational Leadership program at Washington State University offers graduate studies at the master's (Ed.M., M.A.) and doctoral (Ed.D., Ph.D.) levels as well as administrator certification programs for principals, superintendents, and program administrators at one of the nation's leading land-grant research universities. The program serves educators throughout Washington State with program offerings at all WSU campuses. The program provides a balance of practical experience, research, and theory to prepare *practitioner-scholars* for leadership positions in school settings.

This handbook describes the **Statewide Doctor of Education (Ed.D.) Program**, which is designed as a modified cohort-based program focused on the theme of *leadership for school improvement* and emphasizing four major content strands*:* Leadership/Instructional Leadership; Policy and Systems; Ethics, Diversity and Social Justice; and Inquiry. Program participants are part of a *learning community* dedicated to enhancing educational leadership practice to improve schools and promote the learning of *all* children. The program has several unique features:

Statewide Program Delivery
Program participants can access courses, fulfill program requirements and work with advisors through all of WSU's campuses (Pullman, Spokane, Vancouver, Tri-Cities). Program offerings are sequenced to allow participants at all campuses to complete requirements within a four-year time frame.

A Practitioner-Scholar Approach
Program content combines the best of both worlds—issues important to practicing school leaders and the scholarship that can help to analyze and address these issues. The program faculty is a blend of highly experienced school administrators and nationally-recognized academic scholars. Both contribute to the central purpose of the program, to prepare *practitioner-scholars* for *leadership for school improvement.*

Summer Inquiry Institutes
To augment the program offerings available at each campus, participants from around the state attend two-week summer institutes on the Pullman campus for two consecutive summers. These institutes help build a *learning community* and *support network* among the statewide cohort. Institute participants share their leadership experiences and challenges, plan *inquiry* around problems of practice, and benefit from working with a wider range of educational leadership faculty. The summer institutes are designed to help students move toward completion of their dissertation research.

Alignment with Certification Programs
The statewide Doctor of Education (Ed.D.) program is closely aligned with WSU's Field-based Superintendent Certification program. Students in the superintendent program can apply all credits toward the Ed.D. program of study if admitted to the Ed.D. during the first year of the superintendent program. However, participation in the superintendent program is not a requirement for the Ed.D., and all program requirements can be met without completing a superintendent certificate.

Inquiry Model
Inquiry is one of the major content strands of the Ed.D. program. A goal of the program is for students to develop an *inquiry stance* to examine and collaboratively address authentic problems of practice in their professional work. To help students develop the skills to facilitate collaborative inquiry within their work settings, the summer institutes offer training in action research and support for design and completion of dissertation proposals.

Purpose of the Handbook

This handbook serves as a guide for the faculty and students in the educational leadership program; it is a supplement to the Washington State University (WSU) Graduate Catalog and the WSU Graduate School's policies and procedures. The handbook is intended to aid the student's orientation to and progress in the Doctor of Education program.

It is the student's responsibility to follow the procedures outlined in this handbook and to stay informed about program changes, requirements for the degree, and the policies and procedures of the Graduate School (available at http://www.gradsch.wsu.edu). The policies and procedures operative on the date of the student's initial enrollment govern the student's program. As used in this handbook:

- "*College of Education*" refers to the WSU College of Education (COE) with main offices located in Cleveland Hall on the Pullman campus (http://education.wsu.edu)
- *"Department"* refers to the Department of Educational Leadership and Counseling Psychology (ELCP), located in Cleveland Hall 351 on the Pullman campus, (509) 335-9117 (http://education.wsu.edu/elcp)
- *"Graduate School"* refers to WSU's Graduate School, located in the French Administration Building, room 324, on the Pullman campus, (509) 335-6424 (http://www.gradsch.wsu.edu/)
- *"COE Office of Graduate Studies"* refers to the College of Education Office of Graduate Studies located in Cleveland Hall 252 on the Pullman campus, (509) 335-7016/335-9195 (http://education.wsu.edu/graduate/)
- *"Regional Campuses"* refers to the WSU campuses located in
  - Spokane, 600 North Riverpoint Blvd., (509) 358-7942
  - Tri-Cities, 2710 University Dr., Richland, (509) 372-7396
  - Vancouver, 14204 NE Salmon Creed Ave., (360) 546-9673

Contact Information

This handbook and all application materials for the statewide Doctor of Education program are available at the Educational Leadership program website (http://education.wsu.edu/graduate/specializations/edleadership/). For more information, contact the COE Office of Graduate Studies at (509) 335-7016/335-9195 (gradstudies@wsu.edu) or the following contact persons at the regional campuses:

Spokane Campus (http://spokane.wsu.edu)
Kelly LaGrutta
(509) 358-7942   lagrutta@wsu.edu

Tri-Cities Campus (http://tricity.wsu.edu)
Helen Berry
(509) 372-7396   hberry@wsu.edu

Vancouver Campus (http://vancouver.wsu.edu)
TBA
(360) 546-9075   TBA@vancouver.wsu.edu

Program Faculty and Specializations
(Graduate Faculty indicated with asterisk*)

<u>**Pullman Campus**</u>
*Forrest W. Parkay, Ph.**D.—University of Chicago (fwparkay@wsu.edu)**
- K-12 educational Leadership; multicultural education; school principals; curriculum and instruction

*Kelly A. Ward, Ph.D.—Pennsylvania State University (kward@wsu.edu)
- Integration of teaching, research, and service; work and family concerns for faculty; faculty career development; and faculty diversity in science, technology, engineering, and math (STEM).

*Xyanthe N. Neider, Ph.D.—Washington State University (xneider@wsu.edu)
- Higher education; student identity; globalization; student experience.

<u>**Washington State University, Spokane**</u>
*Gail Furman, Ph.**D.—Washington State University (gfurman@wsu.edu)**
- Organizational and leadership theory; school as community; moral leadership and ethics; qualitative research methods

*Gordon Gates, **Ph.D.—Washington State University (gates@wsu.edu)**
- Principal and teacher leadership; high reliability and resilience; stress and coping; evaluation for school improvement; survey research

Joan Kingrey, **Ph.D.—Washington State University (kingrey@wsu.edu)**
- Organizational development learning; K-12 educational leadership

Teena McDonald, **Ed.D.— Washington State University (TBA@mail.wsu.edu)**
- Principalship; superindentency;

<u>**Washington State University, Tri-Cities**</u>
*Michele Acker-Hocevar, Ph.D. – University of South Florida (ackerhoc@tricity.wsu.edu)
- Organizational behavior (leadership, decision making, and power, i.e., social justice) and theory (how organizations learn and adapt to change (e.g., school development and improvement)

Danny Talbot, Ed.D. – University of Utah (dtalbot@tricity.wsu.edu)
- Principalship; promoting social justice through principal leadership behaviors; leadership socialization processes.

<u>**Washington State University, Vancouver**</u>
*Kristin Huggins, Ph.D.—Texas A & M University (k.huggins@vancouver.wsu.edu)
- School reform; equity in education; instructional leadership

Gay Selby, **Ed.D.—Washington State University (selby@vancouver.wsu.edu)**
- K-12 educational leadership; superintendency

Program Overview

The Statewide Doctor of Education (Ed.D.) program is designed as a modified cohort-based program, offered through all WSU campuses. Students in all regions of the state follow the same application process for admission (described in step 1 below) to join a statewide cohort admitted each year; once admitted, students may access course offerings and advisement through any of WSU's campuses. Courses are sequenced to allow students at all campuses to complete program requirements within a four-year time frame (contingent upon successful and timely completion of program requirements and dissertation research). In addition to program offerings at the regional campuses, students attend two-week summer institutes at the Pullman campus for two consecutive summers, after completion of a research methods course (typically EdRes 563). The purpose of the summer institutes is to build a *learning community* and *support network* among the statewide cohort, and to form *inquiry groups* that will focus dissertation research on common problems of *leadership for school improvement*. During the third or fourth year of the program, students fulfill the program's residency requirements by enrolling full-time (10-18 credits) in dissertation research (EdAd 800).

The **Program of Study** (described in step 4 below) for completion of the Ed.D. requires a minimum of 72 semester hours, including at least 42 semester hours of graded coursework and at least 20 semester hours of EdAd 800—Dissertation Research. Up to 12 semester hours on the **Program of Study** may be transferred from other accredited programs or from the student's master's degree, if approved by the faculty. Continuous enrollment in *is required* while students are completing the dissertation. Students must enroll in at least 2 credit hours of EdAd 800 the semesters they sit for the preliminary examination and for the final defense of the dissertation. (General course requirements for the Doctor of Education degree are provided in Appendix A. A course rotation schedule for the statewide Doctor of Education is provided in Appendix B.)

Steps for Completing the Statewide Doctor of Education (Ed.D.) Degree in Educational Leadership

Please note that students have the responsibility to see that all steps are completed and that a record of progress is kept up-to-date in the COE Office of Graduate Studies (gradstudies@wsu.edu).

Step 1: Admission into the Statewide Ed.D. Program
(Please see Appendix C for a Checklist for Admission Procedures)

Admission to the Educational Leadership Doctor of Education program at Washington State University involves application to and acceptance by both the WSU Graduate School and the Department of Educational Leadership and Counseling Psychology. The WSU Graduate School application can be completed online at http://www.gradsch.wsu.edu. The Graduate School requires official transcripts from all previous colleges/universities, as indicated on the application form. During the online application process, the Graduate School also requires that you submit the names and email addresses of the three people from whom you will be requesting letters of recommendation. Once you submit your application, these recommenders will receive an email requesting they submit a letter on your behalf. This letter will be filed in your electronic file at the Graduate School.

For application to the Department of Educational Leadership and Counseling Psychology, supplemental information materials should be submitted through the student's primary campus of enrollment (e.g., Pullman, Spokane, Tri-Cities, Vancouver—see contact information on page 4.) The printable Departmental Supplemental Information Form is available online at http://education.wsu.edu/graduate/apply/edleadership. (See Appendix D for a sample of the form.) The Department also requires copies of currently held certificates, a current resume or vita, and official copies of Graduate Record Exam (GRE) or Miller Analogy Test (MAT) scores.

The application deadline is January 10, for summer or fall admission. To be considered for admission, students must hold a master's degree and have at least a 3.0 grade average in previous graduate study. The final decision to accept a doctoral student into the statewide Ed.D. program rests with the program faculty and the Graduate School. Once accepted, the student is assigned a temporary advisor until a committee is selected and the **Program of Study** is filed (see step 4 below). The student should download and become familiar with the **Deadlines and Procedures for Graduation** bulletin available online from the WSU Graduate School at http://www.gradsch.wsu.edu/Forms. Once enrolled in the program, Ed.D. students are reviewed annually by faculty to assess student progress toward degree.

A helpful **Checklist for Admission Procedures** is provided in **Appendix C**. More information is available from the COE Office of Graduate Studies (gradstudies@wsu.edu) or from the contact persons at each regional campus listed on page 4 of this handbook. An Orientation will be provided following admission to the program.

Step 2: Mandatory Research Training

All graduate students are required to complete the **Responsible Conduct of Research** online training module. This is a web based training located at https://myresearch.wsu.edu/MandatoryTraining.aspx Students are encouraged to take this training as soon as they are admitted to the doctoral program. Once you have completed the training, you will receive email confirmation of your completion. Please forward this email to the College of Education Office of Graduate Studies (gradstudies@wsu.edu) as well as to the campus through which you applied. Delay in the completion of this training could delay a student's progression through their graduate program. The training will need to be repeated after a five-year period.

Step 3: Selection of a Committee Chair and the Doctoral Committee

After starting Ed.D. program coursework (*and no later than fall semester after the first summer institute*), the student should request a graduate faculty member in the Educational Leadership program to serve as doctoral committee chair. The faculty member must concur. Graduate faculty members eligible to serve as chair are indicated on the faculty list on page 5 of this Handbook. The student then selects the other committee members, in consultation with the committee chair. The committee must include at least three faculty members and must be chaired by a graduate faculty member in Educational Leadership. It is recommended that committees be limited to three or four faculty members. The student must secure the consent of all members to serve in this capacity by having each sign the completed **Program of Study** (see step 4 below). The committee may be changed at a later time, if necessary, with the concurrence of the student, committee members, and department chair. A **Committee Change Form** must be completed to finalize a committee change (available online at http://www.gradsch.wsu.edu/Forms/).

Step 4: Submission of a Program of Study

After selection of a chair and committee (see step 3 above), the student should prepare a **Program of Study** in consultation with the committee chair (**Program of Study** form is available at http://www.gradsch.wsu.edu/Forms/) The student submits a copy of the **Program of Study** to the committee chair for signature; the program must also be signed by the other committee members and the department chair. When final signatures are obtained, the **Program of Study** is submitted to the COE Office of Graduate Studies and is forwarded to the WSU Graduate School for final approval. Upon final approval the Graduate School sends notification to the student and the COE Office of Graduate Studies via email. *The Program of Study should be completed and submitted no later than fall semester following the first summer institute.*

Doctor of Education Degree Requirements

A minimum of 72 semester credit hours is required for completion of the Ed.D. degree. These hours must include at least 42 graded coursework credits and at least 20 credits of EdAd 800 (Dissertation Research). The program of study should include a solid core of educational leadership courses (approximately 21 credits).

The following courses (or equivalent) *are required* as part of the 42 hours of graded coursework and should be included on the **Program of Study**.

Research Requirements – minimum of 18 semester credits

EdPsy 508	(3)	Educational Statistics
EdRes 563	(3)	Principles of Research (prerequisite for all other research courses)
EdRes 565	(3)	Quantitative Research (Statistics)*
EdRes 564	(3)	Qualitative Research
EdRes 570	(3)	Action Research
EdRes 571	(3)	Doctoral Dissertation Preparation

Foundations Requirements – minimum of 6 credits

Ed Ad 503	(3)	Values and Ethics of Leadership
T&L 589	(3)	Race, Identity and Representation in Education

The following core Educational Leadership courses are *required* for inclusion on the Ed.D. **Program of Study** as part of the 42 hours of graded coursework. These courses reflect some of the major content

strands of the program: Leadership/Instructional Leadership; Policy and Systems; Ethics, Diversity and Social Justice, and Inquiry.

Required Core Educational Leadership Courses

EdAd 512 (3)   Leadership Studies
EdAd 520 (3)   Seminar in Curriculum and Instruction*
EdAd 580 (3)   School Organization and Administration
EdAd 582 (3)   Policy Formation in Education

*EdAd 587 (Superintendent Program) may substitute for EdAd 520

Transfer Courses on the Program of Study

Students may include on the **Program of Study** no more than 12 semester credits of graduate level transfer courses from other institutions or from the student's master's or certification program at WSU. (Note: Only 9 credits taken under NADC status may be transferred into the program). Courses approved for transfer must be from a comparable program at an accredited college or university. All transfer courses must have been completed within the ten-year timeframe allowed for completion of the Ed.D. degree.

Transfer courses must be approved at three levels: First, the student's committee approves by signing the **Program of Study** form; second, the department chair approves by signing the **Program of Study** form; and, third, the dean of the WSU Graduate School indicates final approval by approving the **Program of Study** form.

After the **Program of Study** is approved, changes may be made later by submitting a **Change of Program** form (available at http://www.gradsch.wsu.edu/Forms/), which must be signed by the committee chair and the department chair.

Step 5: Fulfilling Residency Requirements

An Ed.D. candidate must be enrolled full-time (10-18 credits) for one academic year (fall and spring semesters) to satisfy the program's residency requirements for the Doctor of Education degree. The statewide Ed.D. program is sequenced to allow for residency during the third or fourth year of the program when students are completing dissertation requirements. During the year students complete their residency requirement they will enroll one semester in EdAd 539 –Applied Research. Typically, students will enroll in 18 credits of EdAd 800 the first semester and 15 credits of EdAd 800 plus 3 credits of EdAd 539 the second semester. (See Appendix B for a model course sequence.) Generally, Ed.D. students will enroll in EdAd 800 and EdAd 539 through the campus where their chair is located.

Step 6: Doctoral Preliminary Examination

Preliminary examinations for the Ed.D. degree are offered during the fall and spring semesters and during summer session. (Check current dates with the COE Office of Graduate Studies, gradstudies@wsu.edu or by going to ELCP Exam Schedule available at http://education.wsu.edu/students/graduate/.) The statewide Ed.D program is sequenced to encourage completion of the preliminary examination during the academic year following completion of the second summer institute; however, this sequence is flexible, and the student works with his or her committee chair to determine the best time to take the exam. When the decision is made to schedule the preliminary exam, the student is responsible for **officially** scheduling the exam using the **Preliminary Examination Scheduling Form** (available at http://www.gradsch.wsu.edu/Forms/). This form is due to the COE Office of Graduate Studies at least 20 working days prior to the exam date. The COE Office of Graduate Studies then forwards the form to the WSU Graduate School (where it is due 10 working days before

exam). ***The preliminary exam may not be scheduled if there are incompletes for coursework on the Program of Study.***

In general, an Ed.D. student is eligible to take the written preliminary examination when:

    a. A majority of the graded coursework on the **Program of Study** has been completed;
    b. There are no "incompletes" for courses on the **Program of Study;**
    c. The student is registered for a minimum of two hours of EdAd 800 during the semester/summer session he or she is taking the exam;
    d. The approval of the doctor committee has been secured as indicated by signatures on the **Preliminary Examination Scheduling Form**.

The preliminary examination is designed by the student's chair and committee and tests the student's ability to integrate what has been learned from courses, seminars, and independent study related to the four major content strands of the program: Leadership/Instructional Leadership; Policy and Systems; and Ethics, Diversity and Social Justice; Inquiry. The exam includes six questions and is scheduled over three days, with two questions each day. The student is allowed up to eight hours each day to respond to that day's questions. The exam is "closed book"; however, the student may bring one page (one-sided) of notes for each question.

Evaluation of the student's performance on the exam is the responsibility of the student's committee members. The final decision determining whether the Ed.D. student passes or fails the preliminary examination is contingent upon a vote of the graduate faculty of the educational leadership program; this vote is conducted at a "ballot meeting" held within four weeks of the exam date. The doctoral student does not attend this meeting and is informed in writing of the faculty's decision. Passing the preliminary examination advances the student to candidacy for the Doctor of Education degree.

In the event of a failed examination, the student will be re-examined for a second and final attempt. At least three months must lapse between a failed examination and reexamination. When scheduling for a second exam, the scheduling form must be submitted to the COE Office of Graduate Studies at least 20 working days before the exam. The COE Office of Graduate Studies then forwards the form to the WSU Graduate School (where it is due 15 working days before the exam). A member of the Graduate Mentor Academy will be appointed by the WSU Graduate School and must be present at the balloting for the re-examination. A student who has twice failed the preliminary examination may not become a candidate for the Ed.D. degree and the student's enrollment in the WSU Graduate School will be terminated. (See WSU Graduate School Policies and Procedures for more information http://www.gradsch.wsu.edu/CurrentStudents/PoliciesAndProcedures/).

Step 7: Submission and Approval of the Dissertation Proposal
The Ed.D. dissertation is a research study designed to address a contemporary problem of practice in a K-12 school setting. After passing the preliminary examination, the student develops a proposal for the dissertation study in consultation with the doctoral committee chair and committee. ***The student is required to meet with the full committee during the spring semester before the second summer institute to discuss the developing proposal***.

When the committee chair agrees that the proposal is ready, the student is responsible to schedule a meeting of the committee to present and defend the proposal at the "D-1" meeting. (The form for scheduling the D-1 is available on-line from the COE Office of Graduate Studies, (http://education.wsu.edu/students/graduate/). Copies of the dissertation proposal should be distributed to committee members at least two weeks before the D-1 meeting. The student is responsible to bring

the **Dissertation Proposal Approval Form** (available on-line from the COE Office of Graduate Studies, http://education.wsu.edu/students/graduate/) to the D-1 meeting; approval of the proposal is indicated by committee signatures on this form. *The D-1 meeting may not be scheduled if there are incompletes for coursework on the Program of Study.*

In addition, students must obtain approval for the study from WSU's Office of Research Assurances—Institutional Review Board (IRB). To obtain this approval, students, in consultation with the committee chair, complete the **Human Subjects Review Form** (available from www.irb.wsu.edu/forms.asp) and submit it to their chair. A signed Human Subjects approval must be attached to the signed **Dissertation Proposal Approval Form** and submitted to the COE Office of Graduate Studies. Later in the program, proof of Human Subjects approval must be submitted to the WSU Graduate School upon scheduling of the final oral defense of the dissertation (see step 8 below).

The statewide Ed.D. program is sequenced to encourage students to present and defend their dissertation proposals during the academic year following completion of the second summer institute and after the preliminary exam has been successfully completed. Students must be enrolled in at least 2 credit hours of EdAd 800 to defend the proposal.

Step 8: Completion of the Dissertation
The Ed.D. candidate is responsible for conferring with the committee chair and members of the committee to familiarize them with progress of the dissertation research and to benefit from their guidance. The student should obtain WSU's **Dissertation and Thesis Guidelines,** the **Deadlines and Procedures for Graduation,** and the **Final Dissertation/Thesis Acceptance Checklist** (all available at http://www.gradsch.wsu.edu/Forms/). *The student is responsible for meeting all Graduate School deadlines and filing appropriate paperwork. Continuous enrollment is required while students are completing the dissertation.*

The usual procedure relative to writing and completing the dissertation is:
   a. Consult with the committee chair regularly throughout the process of the dissertation research and writing
   b. Prepare an initial draft and present it to the committee chair. Several revisions and corrected drafts may be required; this process usually takes several months
   c. When the dissertation is nearing completion, submit the **Application for Doctoral Degree** (available at http://www.gradsch.wsu.edu/Forms/) during the semester before the final oral defense.
   d. When the chair agrees, present the dissertation in final form for approval by each committee member *at least four weeks before the defense*. Further revisions and corrections may be required. The committee is responsible for approving all aspects of the final dissertation before the final oral defense is scheduled.
   e. Obtain required signatures on the **Dissertation/Thesis Acceptance/Final Examination Scheduling Form** (available at http://www.gradsch.wsu.edu/Forms/) and submit to the COE Office of Graduate Studies *at least 15 working days before the final oral defense* (which means you have to circulate the form for signatures well in advance of the due date). The COE Office of Graduate Studies will then forward the signed form to the WSU Graduate School (where it is due 10 working days before the exam).
   f. Submit an electronic copy of the dissertation to the WSU Graduate School at least 10 working days before the final oral defense
   g. Submit an electronic copy of the abstract to the COE Office of Graduate Studies at least five working days prior to the final oral defense.

Step 9: Final Oral Defense of the Dissertation

The purpose of the final oral defense (the "D-2") is to test the candidate's ability to integrate, interpret, and apply research and theory in the field of educational leadership through a defense of the dissertation research. The final defense is generally limited to two hours. The format of the defense meeting is determined by the candidate's committee; typically, the candidate presents the dissertation research study and responds to the questions and comments of faculty in attendance. The candidate passes the final oral defense if the number of those voting affirmatively meets the standard established by the WSU Graduate School. Those entitled to vote are all members of the student's committee and other members of the graduate faculty in attendance.

Step 10: Completion of Degree Requirements

Upon successful defense of the dissertation and any required final revisions, the dissertation must be submitted digitally, in PDF format, to the Graduate School.   Final requirements for graduation and for digital submission of the dissertation can be found on the Graduate School's website (http://www.gradsch.wsu.edu). Also, a bound copy of the dissertation is presented to the Department of Educational Leadership and Counseling Psychology office, and, traditionally, the student presents a bound copy of the dissertation to the committee chair. As a courtesy, other members of the dissertation committee are also given final copies.

Step 11: Post-graduation Exit Survey

At the time of graduation, fill out the Graduate Programs Exit Survey (see Appendix E) and submit it to the COE Office of Graduate Studies, as instructed on the survey form.

Q: What is the difference between the Ph.D. and Ed.D. degree programs in Educational Leadership:
A: The Ph.D. program is intended to prepare scholars and researchers, while the Ed.D. program prepares "scholar-practitioners" who intend to continue with careers in the K-12 field. The Ph.D. program of study requires more extensive preparation in research methods and more hours of EdAd 800 for completion of the dissertation (see step 4 in this handbook). The Ph.D. dissertation is an original, empirical research study that contributes to the scholarship in the field, while the Ed.D. dissertation is a research study intended to address a contemporary problem of practice in K-12 schools.

Q: What is a Program of Study?
A: A **Program of Study** is a plan for completion of your doctoral degree. It lists the members of your committee and the courses you plan to take. The **Program of Study** form is available on-line from the WSU Graduate School at http://www.gradsch.wsu.edu/Forms/.

Q: When should I file the Program of Study?
A: The **Program of Study** is filed as soon as possible after selecting a chair and committee for the doctoral program, but *no later than fall semester following attendance at the first summer institute*. Early completion of the **Program of Study** is important because it allows for the student and advisor to work together to make sure that all program requirements will be completed in a timely manner.

Q: Can I change the doctoral committee or list of courses once the Program of Study is filed?
A: Yes, both the committee and listing of courses can be changed, with the permission of the committee members and department chair. To change the committee, complete a **Committee Change** form (available at http://www.gradsch.wsu.edu/Forms/), obtain the necessary signatures, and submit to the COE Office of Graduate Studies (gradstudies@wsu.edu). To change the courses listed on the Program of Study, complete a **Change of Program** form (available at http://www.gradsch.wsu.edu/Forms/), obtain the necessary signatures, and submit to the COE Office of Graduate Studies (gradstudies@wsu.edu).

Q: Who should be on my committee?
A: Your committee is a group of faculty members who will assist you through your preliminary examination and dissertation process. The committee is composed of at least three faculty members, including your chair. The chair must be a graduate faculty member in the Educational Leadership program. The student must secure the consent of all members to serve in this capacity by having each sign the completed **Program of Study**.

Q: How many credits can transfer onto my program?
A: You can transfer up to 12 semester credits of graduate work from another institution or from a master's or certification program at WSU, with permission of your committee, the department chair, and the WSU Graduate School. 9 credits taken under NADC status at WSU may be transferred into the program. All transfer courses must have been completed within the ten-year timeframe allowed for completion of the Ed.D. degree. Consult with your advisor to determine which transfer courses you should include on the **Program of Study**. Transfer courses must be comparable to those offered in the WSU doctoral program.

Q: The statewide Ed.D. program is described as a modified cohort-based program that can be completed within a four-year timeframe. What happens if I can't complete the program in four years or stay with the cohort sequence?
A: You can still complete the statewide Ed.D. degree. Your advisor/chair will work with you to develop an alternative plan for completing the program. Doctoral students have ten years to complete all degree requirements.

Q: The statewide Ed.D. program requires attendance at two consecutive summer institutes in Pullman. What happens if I can't attend for two consecutive summers?
A: The summer institutes are an important part of the statewide Ed.D. program. At the summer institutes, you meet and work with a wider range of educational leadership faculty and with doctoral students from around the state; you get critical help with your dissertation research work, including preparation in action research; and you get to work in inquiry groups with other doctoral students, away from the distractions of your professional role. However, the Ed.D. program faculty recognizes that for certain individuals personal and professional circumstances may make it impossible to complete all program requirements in the usual sequence. In this case, your advisor will work with you to identify alternative pathways for completing degree requirements.

General Course Requirements for the Doctor of Education (Ed.D.)
in Educational Leadership

The **Program of Study** for the Doctor of Education degree must include a minimum of 72 credit hours, including at least 42 credit hours of graded coursework and at least 20 credit hours of dissertation research (EdAd 800). Twenty-one of the graded coursework hours should be in educational leadership courses (EdAd prefix). The following is a partial list of appropriate courses and is subject to change. ***Required courses are listed in bold/italics***

I. Educational Leadership Courses

EdAd 512	***(3)***	***Leadership Studies***
EdAd 513	(3)	Organizational Behavior
EdAd 521	(1-4)	Topics in Education
EdAd 522	(1-4)	Topics in Education: Leadership and the Superintendency
EdAd 531	(3)	Special Topics
EdAd 532	(3)	Special Topics
EdAd 539	***(3)***	***Applied Research***
EdAd 580	***(3)***	***School Organization and Administration***
EdAd 581	(3)	Politics in Education
EdAd 582	***(3)***	***Policy Formation in Education***
EdAd 583	(3)	Community and Communications
EdAd 584	(3)	Human Resources Management
EdAd 585	(3)	Financial Management in Education
EdAd 586	(3)	Management of Facility Planning
EdAd 587	(1-6)	Seminar in School Administration
EdAd 588	(3)	The Law and Education
EdAd 589	(3)	Leadership Development Seminar

II. Curriculum and Instruction Courses

EdAd 520	***(3)***	***Seminar in Curriculum and Instruction***
EdAd 510	(3)	Improvement of Instruction
EdAd 514	(3)	Basic Principles of Curriculum Design
EdAd 515	(3)	Curriculum Implementation
EdAd 516	(3)	Instructional and Curriculum Leadership
EdAd 518	(3)	Medial Literacy and Educational Technology
EdPsy 510	(3)	Assessment of Learning

III. Foundations Courses (minimum 6 credits)

EdAd 501	(3)	Philosophy of Education
EdAd 503	***(3)***	***Values and Ethics for Educational Leaders***
EdAd 507	(3)	Social Foundations of Education
EdPsy 502	(3)	Theoretical Foundations of Learning and Instruction
T&L 589	***(3)***	***Race, Identity and Representation in Education***

IV. Research Courses (minimum 18 credits)

EdPsy 508	***(3)***	***Educational Statistics***
EdRes 563	***(3)***	***Principles of Research — prerequisite for all other research courses***
EdRes 565	***(3)***	***Quantitative Research (Statistics)***
EdRes 564	***(3)***	***Qualitative Research***
EdRes 570	***(3)***	***Action Research***
EdRes 571	***(3)***	***Doctoral Dissertation Preparation***

V. Additional Research Electives—To be determined by consultation with advisor

EdAd 537	(3)	Advanced Qualitative Research in Education
EdAd 538	(3)	Special Topics in Qualitative Research
EdPsy 509	(3)	Educational Measurements
EdPsy 565	(3)	Advanced Educational Statistics
EdPsy 571	(3)	Advanced Program Evaluation
EdPsy 568	(3)	Research Methods II
T&L 524	(3)	Arts Based Educational Research

VI. Dissertation Research and Additional Studies

EdAd 800 (V)		***Doctoral Research/Dissertation/Examination <u>(minimum 20 credits)</u>***
EdAd 590 (V)		Internship

APPENDIX B

APPENDIX C
Statewide Ed.D. Educational Leadership
Checklist and Instructions for Admission Requirements

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1. Submit the following items to the WSU Graduate School:
 Graduate School, Washington State University
 P. O. Box 641030, French Administration 324, Pullman, WA 99164-1030
 (509) 335-6424 (http://www.gradsch.wsu.edu/)

☐ __ **Graduate School Application, for Ed.D. in Educational Leadership**
    available online at http://www.gradsch.wsu.edu/
☐ __ **$50 application fee**
    paid with credit card when submitting on-line application
☐ __ **OFFICIAL transcripts from any colleges/universities:**
   • Where any <u>degrees</u> have been granted or are expected.
   • That show the last 60-graded semester (90 quarter) credits of course work
   • That show graded graduate level work (including doctoral) taken after the bachelor's degree.
   • "Official" transcripts are those sent directly by the college/university the student attended to the WSU Graduate School in Pullman. Transcripts that are not sent directly from the Registrar of the school attended to the WSU Graduate School are NOT considered official. Transcripts issued directly to students in sealed envelope are NOT considered official.
   Transcripts are NOT required for course work taken at WSU.
☐ __ **Names and e-mail addresses for three people from whom you will request letters of recommendation, as described on the supplemental information form.**

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2. Submit the following items to your primary campus of enrollment:

Pullman:
Office of Graduate Studies, College of Education
Washington State University
(PO Box 642114, Pullman, WA 99164-2114
(509) 335-7016/335-9195, gradstudies@wsu.edu

Spokane:
Educational Leadership, c/o Kelly LaGrutta
P. O. Box 1495, Spokane, WA 99210-1495
(509) 358-7942, lagrutta@wsu.edu

Tri-Cities:
Educational Leadership, c/o Helen Berry
2710 University Dr., Richland, WA 99352
(509) 372-7396, hberry@wsu.edu

Vancouver:
Educational Leadership, c/o Jill Homme
14204 NE Salmon Creek Ave.
Vancouver, WA 98686-9600
(360) 546-9673, jhomme@vancouver.wsu.edu

☐ __ **Completed Supplemental Information Form** (attached)
☐ __ **Current resume or vita.**
☐ __ **Written statement of scholarly and professional objectives as described on the supplemental information form.**
☐ __ **Academic writing sample as described on the supplemental information form.**
☐ __ **Copy of official Graduate Record Exam (GRE) or Miller Analogy Test (MAT) Scores.**
☐ __ **Copies of currently held education certificates.**

3. Mandatory Research Training All graduate students are required to complete the
Responsible Conduct of Research Education online training module. This is a web based training located at https://myresearch.wsu.edu/MandatoryTraining.aspx Students are encouraged to take this training as soon as they are admitted to the doctoral program. Once you have completed this training, you will receive email confirmation of your completion. Please forward this email to Kelly LaGrutta (lagrutta@wsu.edu). The training will need to be repeated after a five-year period.

SUPPLEMENTAL INFORMATION FORM
Statewide Ed.D. in Educational Leadership
Priority application deadline is January 10 for summer or fall admission

Please Note: Students applying to graduate programs at Washington State University must also apply to the Graduate School. Graduate School applications must be submitted online at: http://www.gradsch.wsu.edu/

Name (First, Middle, Last):

Mailing Address:

| Street | City | State | Zip |

Phone: Home ( ) Work/Cell ( )

Preferred Email Address:

Please indicate the campus where you anticipate attending classes (nearest to you):
☐ WSU Pullman ☐ WSU Spokane ☐ WSU TriCities ☐ WSU Vancouver

Please indicate the semester you plan to begin the program:
☐ Fall ☐ Spring ☐ Summer Session Year

The following additional items are required to complete your departmental application:

1. **Completed Graduate School Application Packet** including (a) on-line application, (b) three letters of recommendation, and (c) official transcripts.

   The three letters of recommendation should address your (1) scholarship, (2) facility with written, oral, and interpersonal communication, and (3) leadership and/or interpersonal skills. (Please do not send placement files.) Two of these letters should be from persons from whom you have taken previous coursework, and one letter should come from an education leader for whom you have worked. If you are unable to contact previous professors, letters should be from individuals qualified to address your ability to be successful academically and professionally. All of the letters should address your qualifications as a potential doctoral student.

2. **Completed Supplemental Information Form** (this form).

3. **Current resume or vita.** (May be submitted online through the graduate school OR mailed to the department as part of the supplemental materials.)

4. **A written statement of your scholarly and professional objectives and how you believe your enrollment in the WSU doctoral program will advance these objectives. The statement should be confined to no more than two pages, single-spaced. Your written statement must include:**
   (a) A summary of your beliefs and/or values about leadership,
   (b) A description of leadership or other life experience that relates to graduate study,
   (c) Your scholarly and/or research interests as an educational leader, and
   (d) The unique contributions you would bring to the graduate degree program and community of scholar-practitioners.

5. **Academic writing sample** (i.e., literature review, academic research paper or published article)

6. **Official Graduate Record Exam or Miller Analogy Test (MAT) scores.**
   For information on scheduling the GRE call (800) 473-2255 or visit online at www.gre.org.
   Date taken: or date scheduled to take GRE:
   Scores: Verbal: Quantitative: Analytical

7. **Copies of currently held education certificates.**

Professional Experience: List school experience; begin with the most current experience.

Dates of Employment District and location   Position held   Supervisor

Credentials

Educational or professional credential/certificate held: Issued by/ certificate # (attach copies)

Disclosures

Have you ever had a teaching or administrative credential revoked?   ☐ Yes   ☐ No
Have you ever been dismissed from a position?   ☐ Yes   ☐ No
Within the last seven years, have you been convicted, fired, imprisoned or placed on probation for violation of any law, police regulation or ordinance (excluding traffic violations? ☐ Yes   ☐ No
If you answered "yes" to any of the above questions, please attach a full explanation, which will not prejudice your admission to this program.

_____   _____   _____   _____
          Signature   Date

Please note: All application and supplemental materials MUST be received by the department of educational leadership before the **January 10** priority cutoff date in order for candidate to be considered for the program.

Address supplemental materials and inquiries to the campus where you anticipate attending classes:

Pullman:
Office of Graduate Studies, College of Education
Washington State University
(PO Box 642114, Pullman, WA 99164-2114
(509) 335-7016/335-9195, gradstudies@wsu.edu

Spokane:
Educational Leadership, c/o Kelly LaGrutta
P. O. Box 1495, Spokane, WA 99210-1495
(509) 358-7942, lagrutta@wsu.edu

Tri-Cities:
Educational Leadership, c/o Helen Berry
2710 University Dr., Richland, WA 99352
(509) 372-7396, hberry@wsu.edu

Vancouver:
Educational Leadership, c/o Jill Homme
14204 NE Salmon Creek Ave, Vancouver, WA 98686-9600
(360) 546-9673, jhomme@vancouver.wsu.edu

Graduate Programs Exit Survey
College of Education

NOTE: We are interested in feedback from your program experience. Your responses will be held in strict confidence, and you will not be identified in any reports or release of survey data. Survey results will be aggregated and reported as group data. For questions/concerns, contact Dr. Jason Sievers 509-335-9195; jasievers@wsu.edu or a Department Chair.

First 5 digits of your WSU ID#: _____
(Your ID Number will not be associated with the results; nor will the departments know the identity of survey respondents)

Please circle your response to each question below:

1. What degree have you completed?   MIT   Ed.M.   M.A.   Ed.D.   Ph.D.

2. Which program specialization did you complete?   Comm Coun   Sch Coun   EdPsy   HiEduc
                                                   Ed Lead   CC Lead   CoPsy   SpMgt

   St. Affair   El Ed   Sec Ed   ESL   Literacy

   SpEd   CSSTE   Math Ed   C&I   Lang & Lit   Teach

   Lead

3. How many years did it take you to complete the degree?   <2   3   4   5   6   >6

4. Were you primarily: Part Time Student   Full Time
   Student

5. At which campus did you complete your degree?   Pullman/Spokane   Tri-Cities
                                                          Vancouver

		Not at All		Somewhat		Very Much		Not Applicable
6.	How satisfied were you with the availability of faculty for mentoring?	1	2	3	4	5		N/A
7.	How satisfied were you with the support provided by the College of Education Office of Graduate Studies (Pullman campus) or similar support received at the regional campus in which you are a student?	1	2	3	4	5		N/A
8.	To what degree did the specialization meet your individual hopes/needs?	1	2	3	4	5		N/A
9.	To what degree have you been satisfied with the overall quality of courses/instruction of courses?	1	2	3	4	5		N/A

10. To what degree were you satisfied with your   1   2   3   4   5   N/A
    ability to interact with other students and faculty
    in your program?

11. How satisfied were you with opportunities provided   1   2   3   4   5   N/A
    you to research/disseminate research?

12. To what degree were you given opportunities to make 1   2   3   4   5   N/A
    connections between theory and practice?

13. How well prepared do you feel to enter a new career?   1   2   3   4   5   N/A

Open-Ended Questions

1. Please describe the most positive aspects of your time in one of our graduate programs.

2. Please describe the most important ways we can improve our programs for incoming graduate students.

3. What is your career goal?