Doctor of Philosophy (Ph.D.) in Education

with a Specialization in Educational Leadership

Program Handbook

Adopted fall 2007

Revised fall 2015

Department of Educational Leadership, Sport Studies, and Educational/Counseling Psychology

Washington State University

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http://education.wsu.edu/elcp/

WASHINGTON STATE UNIVERSITY

Doctor of Philosophy (Ph.D.) in Education
with a Specialization in Educational Leadership

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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 Statement

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

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.

Doctor of Philosophy (Ph.D.) in Education
with a Specialization in Educational Leadership

Program Handbook

Introduction

The program for the Doctor of Philosophy (Ph.D.) in Education with a specialization in Educational Leadership is intended to prepare scholars and researchers and focuses on developing and applying theoretical and research knowledge and skills to the field of leadership studies. The Ph.D. program is designed primarily for students who intend to pursue careers in policy, research, or college and university teaching. It may also be appropriate for students who are interested in careers in K-20 education or related fields, though it is more theory and research oriented than the Doctor of Education (Ed.D.) degree.

The program of study for the Ph.D. degree with a specialization in Educational Leadership requires a total of 72 semester hours, including at least 36 semester hours of graded course work and at least 24 semester hours of EdAd 800 for completion and defense of the doctoral dissertation. In addition to core courses in Educational Leadership, a cognate area of at least 9 semester hours of graded coursework is required. The cognate should consist of courses relevant to one of the program foci: organizational learning and the study of organizations; leader health, mentoring, and identity; social justice leadership and policy; school and district improvement; and STEM education and leadership.

The Ph.D. dissertation requires the completion of an original, empirical research study that makes a contribution to scholarship in the field of leadership studies. In addition to the traditional dissertation, students may also elect to submit three publishable manuscripts. The three manuscript option consists of three related articles prepared for publication with an additional overarching introduction and conclusion that ties the three manuscripts together. Each manuscript has separate introduction, methods, results, and discussion sections. Students interested in pursuing this option should talk with their dissertation chairs.

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 Catalogue and the WSU Graduate School's policies and procedures. The handbook is intended to aid the student's orientation to and progress in the Ph.D. 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:

- *"Department"* refers to the Department of Educational Leadership, Sport Studies, and Educational/Counseling Psychology, located in Cleveland Hall 351 on the Pullman campus, (509) 335-9117

- *"Graduate School"* refers to WSU's Graduate School, located in the French Administration Building, room 324, on the Pullman campus (http://www.gradsch.wsu.edu/), (509) 335-6424

- *"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 (gradstudies@wsu.edu)

This handbook and all application materials for the Ph.D. program are available at the Educational Leadership website: http://education.wsu.edu/graduate/specializations/edleadership/ or contact the COE Office of Graduate Studies.

Program Faculty

Michele Acker-Hocevar, Ph.D., Emeritus, University of South Florida (ackerhoc@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).

Shannon Calderone, Ph.D., University of California Los Angeles (shannon.calderone@wsu.edu)
- K-12 to college transitions, financial literacy, college affordability, social class, families.

Kathleen Cowin, Ed.D., Seattle University (kathleen.cowin@wsu.edu)
- Mentoring (development of mentoring relationships, mentoring education, educational leader formation) and reflective practice by teachers and educational leaders.

Gail Furman, Ph.D., Emeritus, 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.

Glenys Hill, Ed.D., Washington State University (glenys.hill@wsu.edu)
- K-12 educational leadership.

Kristin Huggins, Ph.D., Texas A & M University (k.huggins@wsu.edu)
- School reform, equity in education, instructional leadership.

Sharon Kruse, Ph.D., University of Minnesota (sharon.kruse@wsu.edu)
- Leadership, school improvement and change, problem solving and decision making.

Teena McDonald, Ed.D., Washington State University (tpmcdonald@wsu.edu)
- Principalship, superindentency.

Forrest Parkay, Ph.D., Emeritus, University of Chicago (fwparkay@wsu.edu)
- K-12 educational leadership, multicultural education, principals, curriculum and instruction.

Paul Pitre, Ph.D., University of Maryland, College Park (pepitre@wsu.edu)
- Racial/ethnic minority and low socioeconomic status students' experience in the college choice process; factors that enhance student aspirations for college attendance; educational policy.

Katherine Rodela, Ph.D., Stanford University (katherine.rodela@wsu.edu)
- Culture, equity, and leadership in and around schools; Latino family and community engagement; Access and equity in higher education; Anthropological approaches to understanding leadership and schools.

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

Program Objectives

The primary objective of the Ph.D. in Education with a specialization in Educational Leadership is to prepare scholars and researchers for positions in academia, government, and policy institutes. This objective is carried out through a combination of coursework, field experiences, and research opportunities.

Specific learning outcomes of the program include preparation for students to:

- Identify and analyze the theories, research, and policies related to the study of P-12 educational/teacher leadership and higher education: ethics and social justice; inquiry; policy; and leadership development.
- Prepare and present written work to both academic and practitioner audiences.
- Understand, evaluate, and apply educational theory and inquiry knowledge and skills to problems of policy and practice of educational leadership.
- Design, conduct, report, and present clear and coherent research studies that contribute to understanding and solving problems of practice on multiple levels of educational leadership.
- Articulate core values and model the guiding principles of the profession including: commitment to social justice; understanding of ethical responsibilities of leadership; effective and respectful interaction with others of similar and diverse cultures, values, and perspectives; commitment to school improvement and a positive impact on student learning.

Program Overview

The **Program of Study** (described in step 4 below) for completion of the Ph.D. requires a total of 72 semester hours, including at least 36 semester hours of graded course work and at least 24 semester hours of EdAd 800 for completion and defense of the doctoral dissertation. In addition to core courses in Educational Leadership, a cognate area of at least 9 semester hours of graded coursework is required; the cognate may consist of a special emphasis within the College of Education (e.g., educational psychology, cultural studies) or outside the College of Education (e.g., anthropology, economics, health policy administration, political science, public administration).

Up to 12 semester hours of coursework 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 EdAd 800 (at least 2 credits each semester) is required while students are completing the dissertation. Students work with their dissertation chair, as described below, to create an approved **Program of Study**.

Steps for Completing the Degree

Please note, 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 Ph.D. Program
Admission to the Educational Leadership Ph.D. program at Washington State University involves application and acceptance into both the WSU Graduate School and Department of Educational Leadership, Sport Studies, and Educational/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.

The Department of Educational Leadership, Sport Studies, and Educational/Counseling Psychology application materials should be submitted directly to the COE Office of Graduate Studies. A printable Program application is available online at http://education.wsu.edu/graduate/apply/edleadership/. (See also the appendix of this handbook.) For Ph.D. admission, the Department also requires submission of a previously completed, individually authored academic paper that illustrates the applicant's capacity for scholarly work (e.g., a literature review, an empirical research report, a published article); three letters of recommendation submitted online to the WSU Graduate School (two from the applicant's previous professors who are familiar with the applicant's capacity for Ph.D. level work); copies of currently held certificates; and Graduate Record Exam (GRE) scores (taken within last 10 years), all as stipulated on the Checklist for Admission Procedures in Appendix A.

The annual application deadline is January 10 for admission for the following fall semester. To be considered for admission, students must hold a master's degree and have at least a 3.5 grade point average in previous graduate study. The final decision to accept a doctoral student into the Ph.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 5 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.gradschool.wsu.edu/Forms/. Once enrolled in the program, Ph.D. students are reviewed annually by faculty to assess satisfactory progress toward degree requirements.

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 Education (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: Appointment of Temporary Advisor

Upon admission to the Ph.D. program, the student is assigned a temporary advisor from among the Educational Leadership graduate faculty members. In consultation with the temporary advisor, the student selects and enrolls in initial courses appropriate for the Ph.D. degree.

<u>Step 4: Selection of a Committee Chair and the Doctoral Committee</u>
After becoming familiar with the Educational Leadership program faculty (and typically after 9-12 hours of course work), the student should request a Graduate Faculty member in the Educational Leadership program to serve as doctoral committee chair. The faculty member must concur. A list of currently eligible Educational Leadership Graduate Faculty members is available from the COE Office of Graduate Studies (gradstudies@wsu.edu). The student then selects the other committee members, in consultation with the committee chair. The committee must include at least two Graduate Faculty members who are tenure or tenure track. 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 5 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.gradschool.wsu.edu/Forms/).

<u>Step 5: Submission of a Program of Study</u>
After selection of a committee chair and other members of the committee (see step 4 above), the student should prepare a **Program of Study** in consultation with the committee chair. The **Program of Study** form is available at http://www.gradschool.wsu.edu/Forms/. The student submits an original hard copy of the **Program of Study** to the committee chair for signature; the **Program of Study** form must also be signed by 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 (gradstudies@wsu.edu) and is forwarded to the WSU Graduate School for final approval. When approved, the student will be notified by the Graduate School via email. The following requirements for the Ph.D. degree should be reflected on the **Program of Study**.

Degree Requirements
A minimum of 72 semester hours is required for completion of the Ph.D. degree with a specialization in Educational Leadership. These hours must include at least 36 semester hours of graded course work and at least 24 semester hours of EdAd 800 for completion and defense of the doctoral dissertation. In addition to core courses required by the Educational Leadership program, a cognate area of at least 9 semester hours of graded coursework is required.

The following courses (or equivalent) are the minimum required for the Ph.D. degree with a specialization in Educational Leadership and should be included on the **Program of Study**. In addition to the minimum required courses, the student's committee may require additional coursework.

Educational Leadership – minimum of 12 credits

EdAd 501	(3)	Philosophy of Education
EdAd 503	(3)	Values and Ethics for Educational Leaders
EdAd 512	(3)	Leadership Studies
EdAd 513	(3)	Organizational Behavior
EdAd 561	(3)	Adult Learning and Development
EdAd 580	(3)	School Organization and Administration
EdAd 582	(3)	Policy Formation in Education

Research – minimum of 18 credits

EdRes 562	(3)	Epistemology, Inquiry, & Representation
EdRes 563	(3)	Principles of Research
EdRes 564	(3)	Qualitative Research
EdRes 565	(3)	Quantitative Research
EdRes 571	(3)	Dissertation Preparation

Plus one of the following:

EdRes 570	(3)	Action Research
EdAd 537	(3)	Advanced Qualitative Research
EdPsy 568	(3)	Research Methods II
EdPsy 569	(3-6)	Seminar in Quantitative Techniques
EdPsy 521	(3-6)	Topics in Educational Psychology

Cognate – minimum of 9 credits

Students are expected to engage in graded courses that supports a deeper understanding in one of the following foci of the program:

- Organizational learning and the study of organizations (e.g., SOC 582, POL_S 540)
- Leader health, mentoring, and identity (e.g., EdAd 517, PSYC 550)
- Social justice leadership and policy (e.g., SOC 580, T&L 589)
- School and district improvement (e.g., EdAd 583, EdAd 501)
- STEM education and leadership (e.g., EdAd 520, T&L 560)

Transfer Courses on the Program of Study

Students may include on the **Program of Study** no more than 12 graded semester credits of graduate level transfer courses from other institutions or from the student's master's program at WSU or another accredited institution. 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 10-year timeframe allowed for completion of the Ph.D. degree.

Transfer courses must be approved at three levels and begins with the student's committee approval by signing the **Program of Study** form. The Department Chair must also approve as well as the Dean of the WSU Graduate School by signing the form.

After the **Program of Study** is approved, changes may be made later by submitting a **Change of Program** form (available at http://gradschool.wsu.edu/facultystaff-resources/18-2/)which must be approved by the Committee Chair, the Department Chair, and the Graduate School.

Step 6: Student Annual Review

Annual review of student progress is a valuable component of quality Ph.D. programs. All Ph.D. students and candidates are required to participate each year in the assessment processes until their program requirements are completed. This evaluation is intended to assist students in reflection on their goals and progress as well as aid the program in scheduling courses and providing students with support. In the fall semester, students will be sent an invitation to complete an on-line student review form. Performance in coursework, scholarship, teaching and other significant activities are prompted for self-reflection. The process provides an opportunity to identify areas of concern along with recommendations for improvement. The evaluation should also provide indication of the degree to which students are progressing satisfactorily. Goals for the following year should also be described, including coursework and other learning activities that the student intends to pursue.

Once the on-line form has been completed by students, students then contact their advisor to schedule a meeting to discuss their progress and plans. This meeting will usually occur in the beginning of the spring semester. Advisors will receive an Annual Review for each student from graduate coordinators that includes information submitted by students and WSU student records. After discussing the review, students and advisors should sign the form which the advisor then submits to the Educational Leadership Graduate Committee through the graduate coordinator. The student's signature indicates only that the student has seen the review and not necessarily that he or she agrees with it. When students are not making satisfactory progress, the committee will meet to discuss and approve the assessment of the academic performance and identified corrective actions for students delineated on the Annual Review. One copy of the review should be given to the student and another copy placed in his or her departmental file.

Step 7: Doctoral Preliminary Examination

Preliminary examinations for the Ph.D. degree are offered during the fall and spring semesters. (Check current dates with the COE Office of Graduate Education, gradstudies@wsu.edu or by going to ELSSECP Exam Schedule available at http://education.wsu.edu/students/graduate/.) 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://gradschool.wsu.edu/facultystaff-resources/18-2/). The COE Office of Graduate Education assists in processing 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, a Ph.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 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 purposes of the preliminary examination are two-fold. First, it is designed to assess the knowledge that students have gained while completing their coursework. Student preparation and performance on the exam involves synthesis of learning from multiple courses to respond appropriately to each of six questions. Four questions are given for the following: 1) Leadership; 2) Policy and Systems; 3) Ethics, Diversity and Social Justice; and 4) Research Methods. In addition, the exam includes two questions specifically focused on assessing the 5) proposed research problem, purpose, and methods, and 6) review of literature for the study, students will use in pursuing their dissertation. The exam is used to determine whether or not students will be able to complete the dissertation. If components are completed successfully, students are admitted to candidacy. Anyone who passes the preliminary examination is almost certainly capable of completing a doctoral degree.

Evaluation of the student's performance on the exam is the responsibility of the student's committee members. Your committee will evaluate the preliminary examination using the Educational Leadership program's **Preliminary Examination Rubric** (see **Appendix B**). The final decision determining whether the Ph.D. student passes or fails the preliminary examination is contingent upon a vote of faculty who read the student's responses, which is usually the student's committee members. The 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 degree. Students and committee members hold a meeting at this time to discuss student responses and prepare for the proposal for a dissertation study.

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 Education at least 20 working days before the exam. The COE Office of Graduate Education 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 this examination may not become a candidate for the Ph.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 8: Submission and Approval of the Dissertation Proposal
The Ph.D. dissertation requires the completion of an original, empirical research study that makes a contribution to scholarship in the field of educational leadership. After passing the preliminary examination, the student develops a dissertation research proposal in consultation with the doctoral committee chair and committee. 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 at http://education.wsu.edu/students/graduate/index.html). 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 at http://education.wsu.edu/students/graduate/index.html) to the D-1 meeting; approval of the proposal is

indicated by committee signatures on this form. Committee members will have rated the proposal using the program rubric **Traditional Research Dissertation Proposals** (see **Appendix C**).

After acceptance of the proposal, the student must obtain approval for the study from WSU's Office of Research Assurances—Institutional Review Board (IRB). To obtain this approval, students submit to their chair the appropriate and completed **Human Subjects Review Form** (available from www.irb.wsu.edu/forms.asp). The chair will then submit the form to the IRB. A signed Human Subjects approval must be attached to the signed **Dissertation Proposal Approval Form** and submitted to the COE Office of Graduate Studies. 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 9 below).

Step 9: Completion of the Dissertation

The Ph.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 also obtain WSU's **Digital Dissertation Guidelines** and the **Deadlines and Procedures for Graduation** (both available at http://gradschool.wsu.edu/facultystaff-resources/18-2/).

The usual procedure relative to writing and completing the dissertation is:
  a. Prepare an initial draft and present it to the committee chair. Revisions and corrected drafts may be required.
  b. When the dissertation is nearing completion, apply to graduate through your myWSU account during the semester before the final oral defense.
  c. Present the dissertation in final form for approval by each committee member. 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.
  d. Obtain committee and Department Chair signatures on the **Dissertation/Thesis Acceptance/Final Examination Scheduling Form** (available at http://gradschool.wsu.edu/facultystaff-resources/18-2/) and submit to the WSU Graduate School with a final copy of the dissertation and IRB approval notification at least ten working days prior to the final oral defense.
  e. Present a final copy of the dissertation to the chair and committee members at least two weeks prior to the final oral defense.
  f. Upload an electronic copy (PDF) of the pre-defense dissertation to *the UMI/ProQuest website via* Upload your Doctoral Dissertation at *http://www.dissertations.wsu.edu/* at least 10 working days before the final oral defense. Requirements for graduation and for digital submission of the dissertation can be found in the Graduate School's document *Thesis and Dissertation Formatting and Submission Guidelines*.
  g. Provide a final copy of the dissertation to the COE Office of Graduate Studies at least ten working days before the final oral defense.

Step 10: 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. Each committee member will also score dissertations using the program rubric for Traditional Research Dissertations (see **Appendix D**).

Step 11: 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 *UMI/ProQuest website via* Upload your Doctoral Dissertation at *http://www.dissertations.wsu.edu/*. Requirements for graduation and for digital submission of the dissertation can be found in the Graduate School's document *Thesis and Dissertation Formatting and Submission Guidelines*. Also, a bound copy of the dissertation is presented to the Department of Educational Leadership, Sport Studies, 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 soft copies

Frequently Asked Questions

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, a 9-credit hour "cognate," 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 of leadership studies, while the Ed.D. dissertation is intended to study and 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 Ph.D. 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://gradschool.wsu.edu/facultystaff-resources/18-2/ or from the COE Office of Graduate Studies at gradstudies@wsu.edu.

Q: **When should I file the Program of Study?**
A: The **Program of Study** should be filed after completion of 9-12 hours of course work. (see step 4 in this handbook). 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 committee members and the Department Chair. To change the committee or courses on your program, please complete a either a **Committee Change** or a **Change of Program** form (available at http://gradschool.wsu.edu/facultystaff-resources/18-2/) obtain the necessary signatures, and submit to the COE Office of Graduate Studies at 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 program, including your preliminary examination and dissertation. The Ph.D. committee must include at least three WSU Graduate Faculty members, including your chair. The chair must be a Graduate Faculty member in the Educational Leadership program. In addition, one person who is not a member of the Graduate Faculty may be included as a fourth member of the committee.

Q: **How many credits can transfer onto my program?**
A: You can transfer up to 12 semester credits of graduate work from other institutions or from your master's program at WSU or another accredited institution, with permission of your committee, the Department Chair, and the WSU Graduate School All transfer courses must have been completed within the 10-year timeframe allowed for completion of the Ph.D. degree. Consult with your advisor to determine which transfer courses you should include on the **Program of Study**. Doctoral students have ten years or three years beyond preliminary exams (whichever is the lesser amount of time) to complete all degree requirements.

APPENDIX A
Ph.D. in Education with Specialization in 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 Ph.D. in Educational Leadership**
   available online at http://www.gradsch.wsu.edu/
☐ __ **$75 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:

Office of Graduate Education, College of Education
Washington State University
(PO Box 642114, Pullman, WA 99164-2114
(509) 335-7016/335-9195, gradstudies@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.**
☐ __ **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 College of Education Office of Graduate Studies (gradstudies@wsu.edu). The training will need to be repeated after a five-year period.

WASHINGTON STATE UNIVERSITY

Department of Educational Leadership, Sport Studies, and Educational/Counseling Psychology
351 Cleveland Hall, Pullman, WA 99164-2136

SUPPLEMENTAL INFORMATION FORM
Educational Leadership:
PhD; EdD; EdM; MA

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 may be obtained by calling 509-335-1446, by email: gradsch@wsu.edu, or online at http://www.gradschool.wsu.edu/FutureStudents/Admission/Apply.aspx.

Name _____
         First   Middle   Last

Mailing Address: _____
                 Street   City   State   Zip

Phone: Home (   ) _____ Work/Cell (   ) _____

Email Address: _____
Please indicate the program to which you are applying below:

_____ EdM;   _____ MA;   _____ EdD;   _____ PhD

The following additional items are required to complete your departmental application file:
1. Completed Graduate School Application Packet including on-line application, three letters of recommendation, and official transcripts. (Note: Two of these letters should be from persons from which you have taken previous coursework. If you are unable to contact previous professors, letters should be from individuals qualified to address your ability to be successful academically and professionally. Please do not send placement files.)

2. Supplemental Information Form

3. Current resume or vita

4. A brief statement of your professional objectives and how you believe they will be promoted by admission to the respective WSU program you checked above.

5. Official Graduate Record Exam or Miller Analogy Test (MAT) scores (required for all doctoral programs and only for master's programs if GPA is below 3.0). For information on scheduling the GRE call 1-800-473-2255 or visit online at www.gre.org. Official copies of test scores must be supplied if required for degree application.

    Date taken:_____ or date scheduled to take GRE: _____
    Scores: Verbal: _____ Quantitative: _____ Analytical: _____

6. Copies of currently held 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)

Written Statement

On separate paper, please describe your professional objectives and how you believe the desired graduate program will promote those objectives. (Be sure to include your name on each page of the essay and attach it to this application form.)

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 Office of Graduate Studies before the **January 10** cutoff date in order for candidate to be considered for the program.*

For questions, please call or email:
(509)335-7016/335-9195
gradstudies@wsu.edu

Please send all departmental application materials to:
Office of Graduate Studies
College of Education
Washington State University
252 Cleveland Hall
PO Box 642114
Pullman, WA 99164-2114

APPENDIX B

Preliminary Examination Rubric

Scoring Key: 1 = Unsatisfactory, 2 = Poor, 3 = Inadequate, 4 = Satisfactory,
5 = Excellent, and 6 = Outstanding

Note: Scoring denotes strengths and weakness of each portion of each question. Summary scores for each question and for overall exam need not be averages, and reflect overall faculty judgment of responses and the exam as a whole.

Reader Name: **Candidate Number:**

Overall Exam Score: _____

Question	Question Score
Responsive to question	
Organization of answer	
Incorporates theoretical & empirical research	
Uses effective examples	
Avoids significant errors of fact, logic, citation	
Summary score for Question 1	
Comments:	

Used for each question on exam.

APPENDIX C

Rubric for Evaluating Traditional Dissertation Proposals

Using the rubric below, please indicate your assessment of the submitted proposal.	Needs Improvement	Meets Standard	Exemplary
1. Problem formulation: Research problem and purpose are clearly stated and supported by a literature review and/or theoretical framework.	○	○	○
2. Design and logic: Methodology is clearly, logically, and fully explained as related to the problem formation.	○	○	○
3. Sources of evidence: Data collection, instruments, procedures, sampling, are rigorous, thoroughly explained and appropriate.	○	○	○
4. Analysis and interpretation: Proposed analytical techniques are rigorous, appropriate, fully discussed, and support conclusions and interpretations.	○	○	○
5. Ethics: Ethical considerations involved in data collection, analysis, and reporting are explicitly addressed.	○	○	○
6. Limitations: Limitations of the study are fully identified and critiqued.	○	○	○
7. Conclusions and significance: Conclusions are well grounded in the data analysis, significant, and connections to relevant literature are fully articulated.	○	○	○
8. Technical quality of manuscript: Manuscript is well written and edited and follows APA style.	○	○	○

APPENDIX D

Rubric for Evaluating Traditional Dissertations

Using the rubric below, please indicate your assessment of the submitted proposal.	Needs Improvement	Meets Standard	Exemplary
1. Problem formulation: Research problem and purpose are clearly stated and supported by a literature review and/or theoretical framework.	○	○	○
2. Design and logic: Methodology is clearly, logically, and fully explained as related to the problem formation.	○	○	○
3. Sources of evidence: Data collection, instruments, procedures, sampling, are rigorous, thoroughly explained and appropriate.	○	○	○
4. Analysis and interpretation: Analytical techniques are rigorous, appropriate, fully discussed, and support conclusions and interpretations.	○	○	○
5. Ethics: Ethical considerations involved in data collection, analysis, and reporting are explicitly addressed.	○	○	○
6. Limitations: Limitations of the study are fully identified and critiqued.	○	○	○
7. Conclusions and significance: Conclusions are well grounded in the data analysis, significant, and connections to relevant literature are fully articulated.	○	○	○
8. Technical quality of manuscript: Manuscript is well written and edited and follows APA style.	○	○	○

APPENDIX E
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 the Office of Graduate Education 509-335-9195; gradstudies@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 Education (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 ability to interact with other students and faculty in your program?	1	2	3	4	5	n/a
11. How satisfied were you with opportunities provided you to research/disseminate research?	1	2	3	4	5	n/a
12. To what degree were you given opportunities to make connections between theory and practice?	1	2	3	4	5	n/a
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?