



EMMA ECCLES JONES
COLLEGE of EDUCATION
and HUMAN SERVICES
UtahStateUniversity.

School of Teacher
Education and Leadership

School of Teacher Education and Leadership (TEAL)

Doctoral Degree in Education Doctoral Student Handbook

(2023-2024)

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I. TEAL Ph.D. in Education Program

A. Overview

Congratulations on your admittance to the School of Teacher Education and Leadership (TEAL) doctoral degree (Ph.D.) in Education specializing in Curriculum and Instruction. TEAL is one unit within the Emma Eccles Jones College of Education and Human Services (CEHS). Our TEAL graduate faculty welcome you!

TEAL faculty are intentional about attracting a diverse population of outstanding graduate students. Students obtain focused and comprehensive knowledge in their respective fields through classroom instruction, collaborative research, and other innovative educational experiences. Our faculty provide professional development opportunities and individual attention to students in a variety of venues. TEAL administers a program leading to a Ph.D. in Education specializing in Curriculum and Instruction. This degree is designed to prepare educators who wish to become:

- curriculum specialists
- coordinators and supervisors in public or private school systems
- leaders in state departments of public instruction
- instructors at the college or university level in K-12 teacher or administrator preparation
- educational researchers serving in various contexts

The TEAL Ph.D. in Education coursework is delivered in the late afternoon or evening to accommodate students' work schedules. Course delivery is often [Connect, although doctoral courses may include In-Person, Virtual, or Online](#) depending on the course. Doctoral students will register for coursework at the USU campus based on their zip code. Students may enroll in doctoral courses at the USU Logan campus or statewide campuses, except for USU Taylorsville. Students who attend statewide campuses are required to enroll in 6+ credits for two consecutive summer semesters to meet the doctoral residency requirement. **The deadline for application is February 1.** Students typically begin program coursework the following fall semester.

B. Contact Information

Graduate Program Coordinator: Heather Ericson heather.ericson@usu.edu 435-797-1473
The TEAL Graduate Program Coordinator assists applicants and current students with general questions and required paperwork for TEAL and School of Graduate Studies.

Graduate Program Director: Dr. Nicole Pyle nicole.pyle@usu.edu 435-797-0392
The TEAL Graduate Program Director oversees admissions, manages course scheduling and staffing; corresponds with doctoral students across all concentration areas, and assists graduate faculty in their support of students' success in meeting program requirements.

2805 Old Main Hill
Logan, UT 84322-2805

C. Graduate Faculty

The following faculty are eligible to serve on doctoral committees. Each faculty member's primary areas of research are listed below and available on the [Graduate Faculty website](#). Please review the [Faculty Directory on the TEAL website](#) to learn about faculty's research interests, to see which courses they typically teach, and to view their curriculum vitas.

1. [Sarah Braden](#): Language Education, Ethnography, Discourse Analysis
2. [Steven Camicia](#): Social Studies Education
3. [Tye Campbell](#): Mathematics Education, Collaborative Learning
4. [Amanda Deliman](#): Early Childhood and Elementary Literacy Education, Children's Literature, Social Emotional Learning
5. [Edgar Díaz](#): Bi/Multilingual education, language and literacy, and social studies education
6. [Jake Downs](#): Foundational literacy, reading comprehension and text complexity, reading-writing relationship, reading intervention, English Language Arts curriculum, Science of Reading/Science of Reading Instruction (SOR/SORI)
7. [Parker Fawson](#): Early Literacy, Teacher Education, Education Policy and Innovation
8. [Michelle Frierson](#): Mathematics Education, diversity, equity, and inclusion; social justice Black joy
9. [Cindy Jones](#): Literacy Teacher Education, Reading-Writing Relationship, Reading Assessment and Intervention
10. [Suzanne Jones](#): Motivation and Emotions in Learning, Literacy, Conceptual Change, Collective Efficacy
11. [Shireen Keyl](#): Foundations, Multicultural Issues in Education, Critical Theory, Anthropology and Education, Education of Women and Girls in a Global Context
12. [Ryan Knowles](#): Social Studies Education, Quantitative Research Methods
13. [Alyson Lavigne](#): Leadership, Teacher Evaluation, Classroom Observation, Teacher and Student Motivational Dynamics, Dual Language Education
14. [Max Longhurst](#): Professional Development/Learning, Science Education
15. [Kimberly Lott](#): Science Education
16. [Sherry Marx](#): ESL, Multicultural Issues in Education, Qualitative Research Methods, Teacher Research
17. [Emma Meham](#): Foundations of Education, Teacher Education, and Place based Education
18. [Kathleen Mohr](#): Language and Literacy Development, English Language Learners, Accelerated Reading and Writing Instruction, Classroom Discourse
19. [Patricia Moyer-Packenham](#): Mathematics Education
20. [Amy Piotrowski](#): Secondary English Education, Digital Literacies, Distal Literacies, Young Adult Literature
21. [Nicole Pyle](#): Adolescent Literacy, Secondary Education, Intervention Research
22. [Sylvia Read](#): Elementary Writing, Children's Literature, Content Area Reading & Writing
23. [Kessa Roberts](#): Educational leadership and policy, Rural education, Family-school-community partnerships, Crisis leadership
24. [Marla Robertson](#): Teacher Education, Literacy, Writing
25. [Jessica F. Shumway](#): Early Childhood and Elementary Mathematics Education, Mathematics Education, Integrated Mathematics and Computer Science Education
26. [Mario I. Suárez](#): Queer and Trans Studies, Equity, STEM Perseverance, Curriculum Studies, Quantitative Research Methods
27. [Amanda Taggart](#): Educational Leadership, Instructional and Cultural Leadership, Social Justice
28. [Colby Tofel-Grehl](#): Science Education
29. [Kathy Cabe Trundle](#): Science Education
30. [Rachel Turner](#): Social Studies Education, Curriculum Integration, Qualitative Research Methods
31. [Katherine Vela](#): Elementary Mathematics Education, STEM Education

II. After Admission - Getting Established

A. Initial Advisor

Upon admission to the doctoral program, students are assigned an initial advisor. Initial advisors can help students select appropriate coursework, discuss topics of interest, and recommend seminal works that students may wish to read to get oriented to their respective fields or areas of interest.

B. Research

All University research involving human subjects, animal subjects, radiation materials, recombinant DNA, biohazardous materials, or certain highly toxic chemicals must be reviewed and approved by the appropriate University committee(s) **before** the research is started. Graduate students are, with the assistance of their advisors, responsible for obtaining the necessary approval for their research. Verification of approval must be submitted to the School of Graduate Studies before the student's [Application for Candidacy for Doctoral Degree \(ACDD\)](#) can be approved.

Research Involving Human Participants

The [Institutional Review Board \(IRB\)](#) is the campus organization responsible for protecting the rights and welfare of human participants recruited to participate in studies conducted by researchers affiliated with Utah State University. This office administers the review of human subjects research proposals to ensure compliance with federal regulations and ethical principles, so that scientific funding and activities can continue at Utah State University.

Whenever faculty members or students wish to conduct research involving human participants, they must submit their research proposal for review and approval by the IRB before the research can be started. Some research is considered exempt from full-board IRB review and can be approved more quickly. Only the IRB can make this determination; however, this type of research must still be submitted to the IRB for prior review.

Responsible Conduct of Research (RCR)

The USU [School of Graduate Studies](#) requires all graduate students in doctoral degree programs (Ph.D., Ed.D.) to complete the [Responsible Conduct of Research \(RCR\)](#) training. RCR is the practice of scientific investigation with integrity. It involves the awareness and application of established professional norms and ethical principles in the performance of all activities related to scientific research.

To fulfill the RCR Training requirement, students must complete the RCR Curriculum via the [Collaborative Institutional Training Initiative \(CITI\)](#) website. Completion of any other CITI training module (such as Social & Behavioral Research Module) does NOT fulfill the RCR training requirement. Students must pass each RCR training module with a score of 80% or higher. Upon completion, the USU [Division of Research Integrity and Compliance \(DRIC\)](#) will automatically receive an email with your certification of completion for their records. Students are strongly encouraged to take the RCR training early in the doctoral program to allow for this requirement to be met before conducting research.

C. Annual Review

Although regular communication with advisors is recommended, students must meet with their Initial Advisors/Supervisory Committee Chairs during each Spring semester to discuss program progress and complete the Annual Review form that is submitted to the Graduate Program Coordinator (GPC) by April 1. The Annual Review process should include confirming the courses completed and those planned for the coming semesters, as well as completion of any of the USU Ph.D. Residency Professional Requirements.

D. Estimated timeline

There is variability of when students successfully complete all requirements of the Ph.D. program. An [estimated timeline is provided by the School of Graduate Studies](#) that may be helpful in planning major milestones. Typically, students can complete the 48 credits of coursework in 2.5-3 years with dissertation work comprising of 12 credits for the 60-credit degree. Students may take longer than a year to propose, conduct, write, and defend the dissertation study.

In even numbered years, doctoral students are admitted in a distance doctoral cohort. Students are expected to enroll in doctoral courses in a course sequence schedule to stay on-track with course taking and in sync with their cohort. Enrolling in courses outside of the available concentration area course offerings or taking a Leave of Absence may result in becoming off-track with course taking in the distance doctoral cohort while students wait for courses to be offered again which can take up to two years.

The Utah State University School of Graduate Studies requires at least three semesters, two of which must be consecutive, of full-time registration in residence at Utah State University. The purpose of the Utah State University School of Graduate Studies residency requirement is to ensure the student experiences at least one period of concentrated attention to study, research, and interaction with faculty. This period of immersion is an important part of preparation for future work in academic communities (see [USU School of Graduate Studies Catalog F.4.b.](#)). Therefore, the TEAL graduate faculty offer a unique summer semester schedule of concentrated attendance in doctoral courses delivered in a hybrid model across six weeks in June and July. Students begin coursework online and then attend via Connect for three weeks in June to accommodate working educators. Enrolling in more credits during the summer semester than during the school calendar year is encouraged in order to finish the 48-credit coursework in a timely manner.

To explain, students should plan to enroll in 8-9 credits during the summer semester at the Logan main campus following their first fall semester and spring semester enrolled in doctoral courses at their respective statewide campus. Students should plan to enroll in 8-9 credits during the consecutive summer semester at the Logan main campus. Students should continue to enroll in doctoral courses at their respective statewide campuses outside of their enrollment in doctoral courses during the two consecutive summer semesters at the Logan main campus.

E. Supervisory Chair and Supervisory Committee

The Annual Review is also a time for initial advisors to help students determine their Supervisory Committee Chair and faculty who can serve as members of the Supervisory Committee. Committee members are graduate faculty who will support students in the design and completion of their dissertation research. In some cases, the initial advisor becomes the Supervisory Committee Chair (also known as the Major Professor) and works with the student in determining at least four other members of the Supervisory Committee and planning an approved Program of Study (the courses that will fulfill the degree requirements).

F. Declaration of Commitment

During the application process, students who plan to attend courses at a statewide campus are expected to sign a Declaration of Commitment form, see below. The purpose of this Declaration of Commitment is to ensure that doctoral students understand the responsibilities and expectations of students who enroll in doctoral courses at a distance from USU Logan campus, referred to as distance students to explain. For example, doctoral students who enroll in doctoral courses at a USU statewide campus (distance students) are required to enroll in 6+ credits for two consecutive summer sessions at the USU Logan campus to meet the program summer residency requirements. Doctoral students who attend courses at the USU Logan campus are encouraged, but not required, to enroll in summer courses because they meet the program residency requirements via fall and spring enrollment.

Residency Requirement

The purpose of the [USU doctoral residency requirement](#) is to ensure the student experiences at least one period of concentrated attention to study, research, and interaction with faculty. This period of immersion is an important part of preparation for future work in academic communities.

At least 33 semester credits of the total 60 credits for a doctoral (PhD) degree must be taken from Utah State University and must be part of an approved Program of Study. At least three semesters, two of which must be consecutive, of full-time registration in residence at Utah State University is required.

The following are suggested criteria for determining when a student has met the residency requirement. They should be checked and dated as completed and noted in the [Application for Candidacy for Doctoral Degree \(ACDD\) form](#). USU School of Graduate Studies recognizes that some degree programs (PhD and professional doctoral degrees) may set more intense requirements for residency.

The candidate has:

- Directly engaged in research or creative endeavors with the major professor.
- Access to the required equipment and resources needed for the research or creative efforts.
- Engaged in the professional activities of the discipline.
- Time to concentrate and complete the research or creative activity in a reasonable period.
- Engaged in additional departmental residential requirements (please list).
- Been aware of additional departmental requirements.

Additionally, meeting the residency requirement also means doctoral students must take part in the academic community of their program. Participation could include collaborative scholarship with faculty or peers, working as a research assistant or graduate instructor, attending professional meetings, being involved with student or professional organizations, and participating in colloquia or orientation programs. This participation may or may not coincide with the period of concentrated study. Departments have the responsibility to determine appropriate ways for their doctoral students to participate in the academic life of their field and to provide opportunities for this participation. In TEAL, the professional experiences are outlined on the [Ph.D. Residency Professional Requirements Documentation Form](#).

Certification of Residency

Residency is certified by the graduate supervisory committee. The required credits and the student's participation in the academic and intellectual life of the program are noted as acceptable by signatures on the [Application for Candidacy for Doctoral Degree \(ACDD\) form](#).

Declaration of Commitment

School of Teacher Education and Leadership Doctorate of Philosophy in Education (Ph.D.)

(distance doctoral students only)

A doctoral degree is the highest professional degree given in education. Potential students should be aware that the coursework, reading assignments, and research expectations in a doctoral program are extremely demanding. For every three-credit class, approximately six hours of out-of-class study a week may be expected. Thus, a typical semester of doctoral work in this program would require 12 to 18 hours a week of your time. Once coursework is finished, students must successfully complete a comprehensive examination and present a written dissertation proposal to a faculty committee. When the TEAL Comprehensive Exam is passed and the doctoral Committee approves a student’s research proposal, the candidate may begin work on the dissertation. Distance students are required to attend some summer courses on the Logan campus. Ongoing communication (e.g., phone calls, video calls, in person meetings, emails, etc.) is expected.

The dissertation is a research project that makes a substantial and original contribution to knowledge in the discipline being studied. Students in the doctoral program are encouraged to engage in research that has immediate application and long-term implications for the quality of education in their communities and beyond. Once the dissertation is completed, a Committee of five faculty members critiques it and an oral defense of the research is held. After all revisions requested by the Committee and the Supervisory Chair and liaisons for the School of Graduate Studies are completed, the degree of Doctorate of Philosophy in Education is awarded.

Students applying as doctoral distance students who enroll in the majority of coursework at USU statewide campuses declare their commitment to enrolling in fulltime doctoral coursework (6+ credits) for two consecutive summer semesters to meet the doctoral residency requirement.

The College of Education and Human Services is ranked among the top 2% of graduate schools of education in the country. The program will be academically rigorous regardless if you attend courses at the USU Logan campus or at one of the USU statewide campuses.

I declare that I have read the above information and I would like to apply to the doctoral program with full knowledge of the commitment I am making.

Name (printed) _____

Signature _____ Date _____

III. Financial Information

A. Financial Support

One of the first questions entering graduate students have is, “How will I pay for this?” Many full time graduate students at USU receive some sort of financial assistance in supporting their graduate education. Please refer to the [School of Graduate Studies](#) site for information on tuition, fees, assistantships, and financial aid. **Be sure to also explore options through [USU’s Financial Aid Office](#).** Below are several funding options in the form of scholarships, waivers, fellowships and assistantships.

B. Presidential Doctoral Research Fellowships

For outstanding Ph.D. students

Funding type: Fellowship

No. available: 16

Annual amount: Full tuition + >\$20K

Duration: 4 years

Application from: College/department

Required match: Yes, variable

C. Dissertation Fellowship

For Ph.D. students completing a dissertation

Funding type: Fellowship

No. available: 10

Annual amount: Full tuition + \$5K

Duration: 1 year

Application from: Student

Required match: Yes

D. Department Graduate Assistantships

Departmental Assistantships may be available to full-time TEAL students. Full-time doctoral students with assistantships are relieved of financial responsibility for tuition, are provided with health insurance at only a small cost to the student, and, in TEAL, currently receive approximately \$18,000 for nine months. Additionally, summer employment is sometimes available for TEAL Assistantships. For the best chance of being awarded an assistantship, applicants should complete the [application](#) (accessed on the [TEAL website](#)) by the end of February.

IV. Prerequisites in the TEAL Doctoral Program

Some required courses in the doctoral program have prerequisites. This is a very important consideration in course selection and program planning because they entail extra time and cost, assistantships do not include cost of prerequisites, and courses cannot be used on a Program of Study. The Graduate Program Director can provide guidance to students on the need for prerequisite or transfer courses. Please review the [research resources on the CEHS website](#) along with the available [research courses and description on CEHS website](#).

EDUC/PSY 6600 Statistical Foundations (required course)

Research design and statistical concepts for research in education, human services, and psychology, with an emphasis on the selection and interpretation of statistical analyses. Enrollment is limited to passing EDUC/PSY 6600 pretest. For information on the pretest see: <https://cehs.usu.edu/research/courses/educ-psy-6600>

Prerequisites: EDUC 6570 and Instructor's Approval.

EDUC 6770 Qualitative Research Methods (required course)

Introduction to qualitative research including foundations, research designs, strategies of inquiry (case studies, ethnography, phenomenology, grounded theory, biographical, historical, participative inquiry), sampling, fieldwork, and data collection and analysis.

Prerequisite: EDUC 6570

EDUC 7610 Regression Analysis

An advanced treatment of research design and statistical concepts and issues in educational, human-services, and psychological research.

Prerequisite: EDUC/PSY 6600

TEAL 7150 Curriculum Theory (required course)

Examines the role political, cultural, theoretical, and interpretist/phenomenological perspectives play in the development of school curriculum.

Prerequisite: TEAL 6150 or comparable course for students with limited educational background

TEAL 7300 Historical, Social, and Cultural Foundations of Education (required course)

Examines the relationships among historical, cultural, and social foundations of education

Prerequisite: TEAL 6410, 7020/6020, or comparable course for students with limited educational background

TEAL 7310 Teaching/Learning Foundations in Education (required course)

Critical examination of learning theories and teaching models

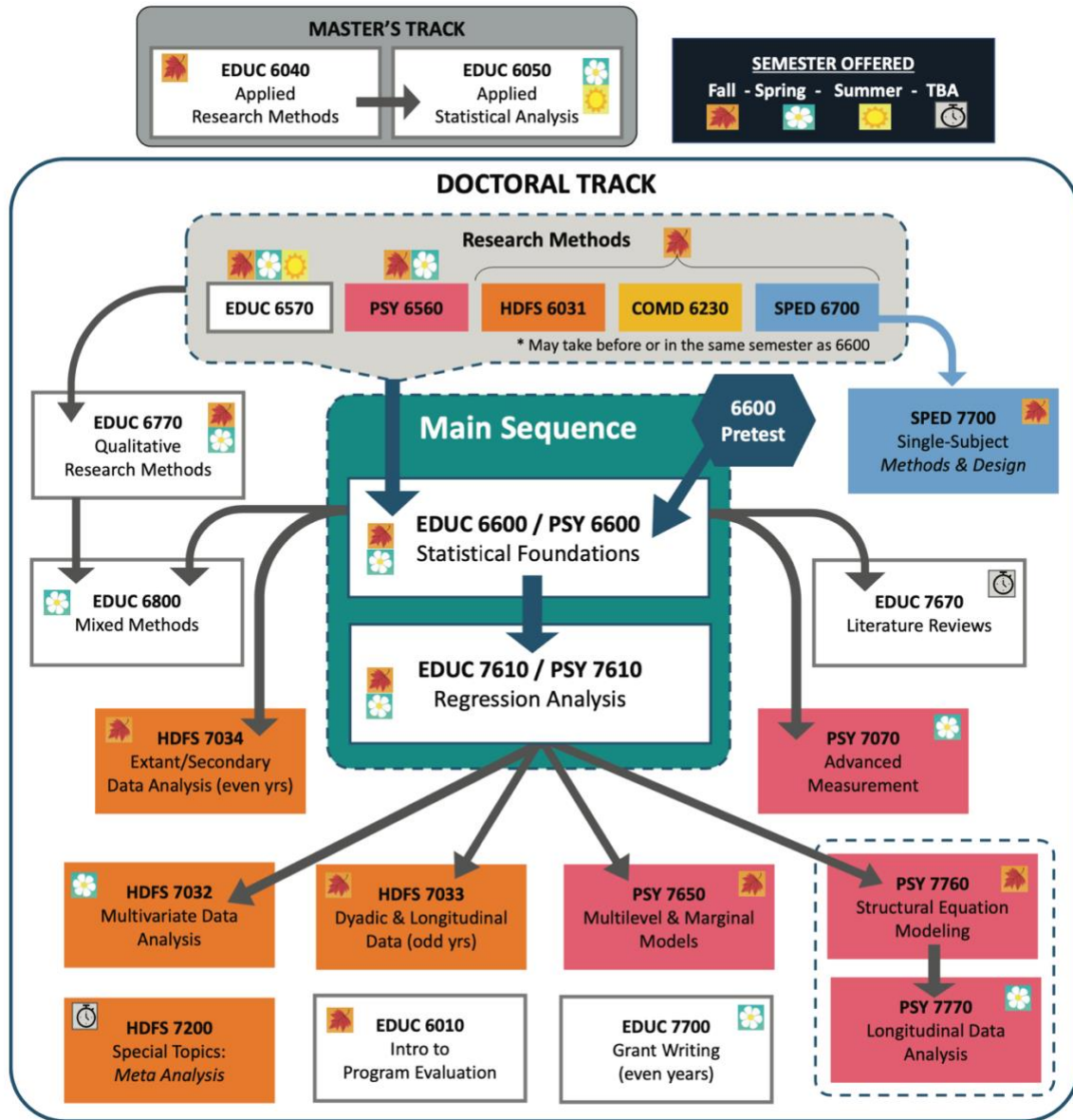
Prerequisite: A graduate course in educational psychology or the equivalent, for example PSY 6660.

TEAL 7670 Literature Reviews in Education

Advanced concepts in designing, writing, and critiquing literature reviews.

Prerequisite: EDUC/PSY 6600 and consent of Instructor.

For students interested in the [Certificate in Advanced Research Methods and Analysis \(CARMA\) – Quantitative](#), please review the 15 credits of advanced statistics and methodology courses offered throughout the CEHS. As illustrated on the course sequencing chart below, the main statistics sequence (EDUC/PSY 6600, 7610) should be taken as a set and EDUC 6600 should never be taken in isolation.



V. TEAL Ph.D. Degree Concentration Areas

A. Ph.D. in Education Concentration Areas

All Ph.D. in Education students must complete required Curriculum & Instruction Specialization Core and Research Methods coursework. Additionally, the Ph.D. in Education program offers coursework across five disciplinary areas for fulfilling requirements for an area of Concentration. Logan-based students may focus in one area or, under the direction of their doctoral Supervisory Chair and supervisory committee, combine courses across the areas that will prepare them well for their academic and career goals. Distance-based students should select one of the following concentrations and complete the required coursework.

- [Cultural Studies](#)
- [School Leadership](#)
- [Literacy Education and Leadership](#)
- [Mathematics Education and Leadership](#)
- [Science Education](#)

B. Planning Guides

The School of Teacher Education and Leadership (TEAL) provides Course Planning Guides to help students plan which courses to take to complete their approved Programs of Study. These Planning Guides are available online and in the TEAL Doctoral Student Handbook. **Please review the most current planning guides on the TEAL concentration area websites.**

[Cultural Studies](#)

[School Leadership](#)

[Literacy Education and Leadership](#)

[Mathematics Education and Leadership](#)

[Science Education](#)

Cultural Studies Concentration

Student Name: _____ USU A#: _____

I. Curriculum and Instruction Core (10-13 credits), Required:	Credit	Grade	Completion Date
TEAL 7015 Research Seminar: Orientation to Educational Research (1)			
TEAL 7150 Curriculum Theory (3)			
TEAL 7300 Historical, Social, and Cultural Foundations (3)			
TEAL 7310 Teaching and Learning Foundations (3)			

Highly Recommended:

TEAL 7670 Literature Review in Education (3)			
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II. Research Core Requirements (12 credits minimum)	Credit	Grade	Completion Date
EDUC 6600 Statistical Foundations (3) (Required)			
EDUC 6770 Qualitative Research Methods (3) (Required)			

Choose at least one of the following:

TEAL 7547 Thinking with Theory in Qualitative Research (3)			
TEAL 7546 Qualitative Data Analysis (3)			
EDUC 6800 Mixed Methods Research (3)			
EDUC 7610 Regression Analysis (3)			

Also recommended:

TEAL 7548 Qualitative Research Apprenticeship (1-3)			
TEAL 7545 Research in Educational Settings (3)			

III. Cultural Studies Concentration (15 credits)	Credit	Grade	Completion Date
TEAL 7810 Adv Review of Cultural Studies Research in Education (3)			
TEAL 7800 Advanced Review of Research in Soc Studies Education (3) (Odd summers)			
TEAL 7810 Special Topics in Cultural Studies (3-6) (Spring Semesters)			
TEAL 6710 Diversity in Education (3)			
TEAL 6755 Family and Community Engagement with English Learners (3)			

IV. Electives (8-11 credits) No more than 5 credits may be TEAL 7900/7910.	Credit	Grade	Completion Date
TEAL 7425 Cultural Issues in Gifted and Talented Education (3)			
TEAL 7820 Diversity Issues in instructional leadership (3)			
ITLS 6545 Advanced Learning Theory (3) or SOC 6760 Theory and Research in Social Inequality (3) or SOC 6480 Race and Ethnicity			
TEAL 7990/7910 (1-3 credits)			

Dissertation Credits (12 credits)	Credit	Grade	Completion Date
TEAL 7970 Dissertation (3-6)			
TEAL 7970 Dissertation (3-6)			

Total Credit Hours Required in Ph.D. Program (60)	
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Student Signature _____ Chair Signature _____

School Leadership Concentration

Student Name: _____ USU A#: _____

I. Curriculum and Instruction Core (10-12 credits), Required:	Credit	Grade	Completion Date
TEAL 7015 Research Seminar: Orientation to Educational Research (1)			
TEAL 7150 Curriculum Theory (3)			
TEAL 7300 Historical, Social, and Cultural Foundations (3)			
TEAL 7310 Teaching and Learning Foundations (3)			

Highly Recommended:

EDUC/PSY 7670 Literature Review in Education & Psychology (2)			
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II. Research Core Requirements (12 credits minimum), Required	Credit	Grade	Completion Date
EDUC 6600 Research Design & Analysis I (3)			
EDUC 6770 Qualitative Methods I (3)			

Choose at least one of the following:

EDUC 6800 Mixed Methods Research (3)			
EDUC 7610 Research Design & Analysis II (3)			

Also Recommended:

EDUC 6010 Introduction to Program Evaluation (3)			
SPED 7700 Single Subject Research Methods & Design (3)			

III. School Leadership Concentration (12)	Credit	Grade	Completion Date
TEAL 7050 Theories of Instructional Supervision (3)			
TEAL 7060 Assessment in Education (3)			
TEAL 7090 Theories of Organizational Leadership in Education (3)			
TEAL 7325 Educational Leadership (3)			

IV. Electives (12-14 credits) Prereqs, such as PSY 3010, EDUC/PSY 6570, and ITLS 7920 cannot be used to complete the program of study	Credit	Grade	Completion Date

Dissertation Credits (12 credits)	Credit	Grade	Completion Date
TEAL 7970 Dissertation (3-6)			
TEAL 7970 Dissertation (3-6)			
Total Credit Hours Required in Ph.D. Program (60)			

Student Signature _____ Chair Signature _____

Literacy Concentration

Student Name: _____ USU A#: _____

I. Curriculum and Instruction Core (10-13 credits), Required:	Credit	Grade	Completion Date
TEAL 7015 Research Seminar: Orientation to Educational Research (1)			
TEAL 7150 Curriculum Theory (3)			
TEAL 7300 Historical, Social, and Cultural Foundations (3)			
TEAL 7310 Teaching and Learning Foundations (3)			

Highly Recommended:

TEAL 7670 Literature Review in Education (3)			
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II. Research Core Requirements (12 credits minimum)	Credit	Grade	Completion Date
EDUC 6600 Statistical Foundations (3) (Required)			
EDUC 6770 Qualitative Research Methods (3) (Required)			

Choose at least one of the following:

EDUC 6800 Mixed Methods Research (3)			
EDUC 7610 Regression Analysis (3)			
TEAL 7546 Qualitative Data Analysis (3)			
TEAL 7547 Thinking with Theory in Qualitative Research (3)			

Also Recommended:

EDUC 6010 Introduction to Program Evaluation (3)			
TEAL 7548 Qualitative Research Apprenticeship (1-3)			

III. Literacy Concentration (23 Credits Required)	Credit	Grade	Completion Date
TEAL 7320 Theories and Models of Literacy (3)			
TEAL 7321 Foundations of Language and Literacy (3)			
TEAL 7322 Research in Literacy (3)			
TEAL 7323 Literacy Education Teacher Training and Development (3)			
TEAL 7324 Advanced Studies in Literacy Assessment and Intervention (3)			
TEAL 7327 Literacy Research Apprenticeship (1) (taken as 1-credit class over 2 semesters; total of 2 credits required)			
TEAL 7327 Literacy Research Apprenticeship (1)			
TEAL 7820 Special Topics (3)			
TEAL 7326 Designing and Conducting Literacy Research: A Capstone Experience (3)			

IV. Electives (0-3 credits) Prereqs, such as PSY 3010, EDUC/PSY 6570, and ITLS 7920 cannot be used to complete the Program of Study. Possible Electives include TEAL 7900, TEAL 7910	Credit	Grade	Completion Date

Dissertation Credits (12 Credits Required)	Credit	Grade	Completion Date
TEAL 7970 Dissertation (3-6)			
TEAL 7970 Dissertation (3-6)			

Total Credit Hours Required in Ph.D. Program (60)	
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Student Signature _____ Chair Signature _____

Mathematics Education Concentration

Student Name: _____ USU A#: _____

I. Curriculum and Instruction Core (10-13 credits), Required:

	Credit	Grade	Completion Date
TEAL 7015 Research Seminar: Orientation to Educational Research (1)			
TEAL 7150 Curriculum Theory (3)			
TEAL 7300 Historical, Social, and Cultural Foundations (3)			
TEAL 7310 Teaching and Learning Foundations (3)			

Optional:

TEAL 7670 Literature Review in Education (3)			
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II. Research Core Requirements (12 credits minimum)

	Credit	Grade	Completion Date
EDUC 6600 Statistical Foundations (3) (Required)			
EDUC 6770 Qualitative Research Methods (3) (Required)			

Choose at least one of the following:

EDUC 6800 Mixed Methods Research (3)			
EDUC 7610 Regression Analysis (3)			
TEAL 7546 Qualitative Data Analysis (3)			
TEAL 7547 Thinking with Theory in Qualitative Research (3)			

Also Recommended:

EDUC 6010 Introduction to Program Evaluation (3)			
TEAL 7548 Qualitative Research Apprenticeship (1-3)			

III. Mathematics Education Concentration (21 credits Required)

	Credit	Grade	Completion Date
TEAL 7551 Mathematics Education Research Foundations (3)			
TEAL 7552 Mathematics Education Learning Theory (3)			
TEAL 7553 Mathematics Education Curriculum Content & Evaluation (3)			
TEAL 7554 Mathematics Education Teacher Preparation & Pedagogy (3)			
TEAL 7555 Mathematics Education Current Issues & Policy (3)			
TEAL 7556 Mathematics Education Research Design & Assessment (3)			
TEAL 7557 Adv. Research Design in Mathematics Ed & Leadership (3)			

IV. Electives (2-5 credits) Prereqs, such as PSY 3010, EDUC/PSY 6570, and ITLS 7920 cannot be used to complete the Program of Study

	Credit	Grade	Completion Date
TEAL 7050 Theories of Instructional Supervision (Recommended) (3)			
Additional research courses or research opportunities (e.g., TEAL 7900, 7910, or 7548 for variable credit) are highly recommended.			

Dissertation Credits (12 credits)

	Credit	Grade	Completion Date
TEAL 7970 Dissertation (3-6)			
TEAL 7970 Dissertation (3-6)			

Total Credit Hours Required in Ph.D. Program (60)

Student Signature _____ Chair Signature _____

Science Education Concentration

Student Name: _____ USU A#: _____

I. Curriculum and Instruction Core (10 credits), Required:	Credit	Grade	Completion Date
TEAL 7015 Research Seminar: Orientation to Educational Research (1)			
TEAL 7150 Curriculum Theory (3)			
TEAL 7300 Historical, Social, and Cultural Foundations (3)			
TEAL 7310 Teaching and Learning Foundations (3)			
Highly Recommended:			
TEAL 7670 Literature Review in Education (3)			

II. Research Core Requirements (12 credits)	Credit	Grade	Completion Date
Required:			
EDUC 6600 Statistical Foundations (3)			
EDUC 6770 Qualitative Research Methods (3)			
EDUC 6800 Mixed Methods Research (3)			
EDUC 7610 Regression Analysis (3)			
Highly Recommended:			
TEAL 7548 Qualitative Research Apprenticeship (1-3)			
ITLS 6870 Ethnography			
TEAL 7545 Qualitative Data Analysis			

III. Science Education Concentration (18 credits)	Credit	Grade	Completion Date
TEAL 7710 History of Science Education (3)			
TEAL 7711 Contemporary Perspectives on Teaching & Learning of K-12 Sci. Ed. (3)			
TEAL 7712 STEM Education: Research Development (3)			
TEAL 7713 Nature of Science Research (3)			
TEAL 7714 Misconceptions in Science Education (3)			
TEAL 7715 Research Practices for Science Educators (3)			

IV. Electives (8 credits) Prereqs, such as PSY 3010, EDUC/PSY 6570, and ITLS 7920 cannot be used to complete the Program of Study	Credit	Grade	Completion Date
TEAL 7900 Independent Study (1-3)			
TEAL 7910 Independent Research Experience (3)			

V. Dissertation Credits (12 credits)	Credit	Grade	Completion Date
TEAL 7970 Dissertation (3-6)			
TEAL 7970 Dissertation (3-6)			
Total Credit Hours Required in Ph.D. Program (60)			

Student Signature _____ Chair Signature _____

VI. USU Academic Policies and Procedures

Please review the most current USU Academic Policies and Practices on the following links:

- [Student Conduct](#)
- [Student Code](#)
- [Academic Integrity](#)
- [Academic Policies and Practices](#)
- [Academic Freedom and Professional Responsibility Policy](#)

Additional information about students' responsibilities and rights are included below.

A. Forms

The School of Graduate Studies and TEAL require signature and submission of various forms throughout the doctoral program. Please review the forms available from the [School of Graduate Studies](#) and [TEAL](#). Students are expected to coordinate with their advisors and Supervisory Chairs to submit appropriate paperwork on time during their program. Please ask the GPC for guidance as needed.

B. Time Limit

The School of Graduate Studies' policy on [Time Limit](#) states that "A doctorate must be completed within eight years of entering the degree program. Additional time may be requested by the student's committee and submitted to the Vice Provost of Graduate Studies for review. Coursework over eight years old at the time of degree completion may not be used for a graduate degree unless revalidated. If permitted by the departmental or interdepartmental degree program policy, a supervisory committee may develop and submit a revalidation plan to the Vice Provost of Graduate Studies for approval. The plan and determination must be verified in writing and include the Vice Provost of Graduate Studies and the student's major professor or other person(s) responsible for the revalidation. Work experience cannot be substituted for out-of-date coursework or used for revalidation, except where that work experience can be documented to have involved the use of current knowledge and application of material currently covered in the coursework."

In addition, the School of Teacher Education and Leadership faculty expect that students complete the degree in a timely manner. Revalidation of older coursework is strongly discouraged. However, there can be extenuating circumstances that delay degree completions. In such cases, TEAL policy is that students may revalidate a **maximum of 15 credits**. In addition, any courses being revalidated **may not be more than 10 years old**.

C. Student Conduct Standards

Please review the USU [Student Standards of Conduct](#) and the most current USU [Office of Student Conduct Code and Community Standards](#).

Responsibilities of Students

As members of the academic community at Utah State University, students share responsibility for USU's growth and continued well-being, as well as for maintaining an environment which encourages free inquiry and expression. Students are expected to engage in reasonable and substantial preparation for their coursework, to follow course and class guidelines as set forth in syllabi and as enunciated by their instructors, and to complete all academic exercises with integrity. All interactions with faculty members, staff members, and other students shall be conducted with courtesy, civility, decency, and a concern for personal dignity. These responsibilities are the foundation of the University's Standards of Conduct. The University seeks to vest students with primary oversight of these responsibilities through their participation in hearings boards.

Rights of Students

Students can reasonably expect the following:

1. The right to a learning environment free of harassment and unlawful discrimination. USU is committed to a learning and working environment free from discrimination, including harassment. For USU's non-discrimination notice, see <https://equity.usu.edu/non-discrimination>.
2. The right to due process in all disciplinary proceedings, which means fundamental and procedural fairness in accordance with the provisions of The Code of Policies and Procedures for Students.
3. The right to inquire, including specifically the right to engage in reasonable academic discussion and dissent within the framework of course material, with due regard to factors such as class size and the limits on the instructor's time for conferences.
4. The right, subject to time, place, and manner restrictions, to express personal opinions on campus, to support or oppose causes, to arrange public assemblies, and to hold rallies, demonstrations, and pickets which do not materially and substantially interfere with normal University activities or the rights of others. Institutional control of facilities shall not be used as a censorship device. Any institutional regulation regarding time, place, and manner of expression must be content-neutral, must be narrowly tailored to serve a significant University interest, and must leave open ample alternative channels of communication.
5. The right to organize and the freedom of association.
6. The right to publish and the freedom from censorship.
7. The right to meaningful representation in the formulation of University policies which affect students.
8. The right to a proper academic evaluation through orderly procedures and announced criteria designed to prevent prejudice and capricious judgment.
9. The right to confidentiality of records and due limitation of disclosure of personally identifiable information.

Student Grievances

Students who feel they have been unfairly treated may file a grievance through the channels described below.

An instructor has full autonomy to evaluate a student's academic performance in a course. Accordingly, a decision by a Grievance Board is limited. A Grievance Board has neither the expertise nor the authority to substitute its judgment for that of the instructor's concerning the evaluation of a student's academic performance. The University administration would override an instructor's evaluation only in an extremely limited circumstance—where the occurrence or incident relating to an academic grievance would result in the instructor being disciplined and sanctioned under Section 400 of the Utah State University Policy Manual.

For all academic grievances, the channel is: (1) the instructor, or graduate supervisory committee if the grievance pertains to committee action; (2) the academic department head; (3) the dean of the college—for graduate students: the Vice Provost of the School of Graduate Studies, who will consult and coordinate with the academic dean; (4) Grievance Board; (5) the Hearing Officer; (6) the Provost; and (7) the President of the University.

Students utilizing the grievance procedure (the “grievant”) shall begin the procedure no later than 120 days following the date of the act which is the basis for the grievance. Failure of the person against whom the grievance is made to respond within the specified time, if any, at any level in the procedure will allow the grievant to proceed to the next step.

At any time during the hearing/appeal process, the parties may resolve the matter by mutual agreement, thereby rendering further formal proceedings unnecessary. A written statement shall be prepared and filed with the appropriate dean/Vice President for Student Affairs.

The matter shall be handled as follows:

1. The aggrieved student must first confer with the instructor, graduate supervisory committee, the staff member, or other person involved in the grievance in an attempt to resolve the problem.
2. Unresolved grievances shall be filed in writing (a grievance complaint) with the department head or unit director who shall, within 30 days from the date the grievance is filed, conduct an inquiry and attempt to resolve the matter impartially and as quickly as possible.
3. If the grievance is not resolved at step 2, the grievant may forward a copy of the grievance complaint, together with all correspondence or related documents, to the dean, or other administrator. The dean or administrator shall conduct an informal inquiry within 30 days from the date the grievance complaint is received and shall attempt to resolve the grievance informally. If the dispute is not resolved informally, a hearing shall be conducted.
4. The dean or administrator shall refer the matter to the Vice President for Student Affairs for a hearing before a Grievance Board. The Vice President for Student Affairs shall immediately notify the hearing board pool chair.

For further information concerning the composition of the Grievance Board and the procedures for grievance hearings and appeals, see Article VII, Section VII, of The Code of Policies and Procedures for Students.

Please reviews the [numerous resources available](#) for student supports services and health and wellness. The [Aggies Think, Care, Act](#) website focuses on how to share a sense of belonging with others.

VII. Doctoral Committee (After 12 Credits)

A. Establishing a Committee

After the first full year of coursework, students must establish their Supervisory Committee. With the guidance of the initial advisors, students should communicate the committee member's names with the Graduate Program Coordinator who will then complete and submit the [Supervisory Committee Approval Form \(SCAF\)](#) that establishes their approved Supervisory Committee. The [SCAF](#) is available on the School of Graduate Studies website. The School of Graduate Studies requires this form to be submitted prior to the end of the third semester.

If a student and the initial advisor clearly do not share common research interests, this is the time to identify a new advisor from among approved TEAL faculty. Identified faculty must be approved to chair or serve on doctoral committees within the C & I doctoral program. Graduate faculty status is determined by the Department Head and approved by the Dean and a list of approved faculty is available from the Graduate Program Coordinator.

It is the student's responsibility to contact faculty, inform them of any areas of specialization and research interests, and invite them to serve on the student's committee. Students must include one faculty member outside of TEAL and should include someone to provide guidance on research methods. Once the five-member Committee (including a Chair, an outside member and a methodologist) is determined, the SCAF is submitted for signatures by the Graduate Program Coordinator and forwarded to the Graduate Dean for consideration and final approval.

B. Steps for Forming Your Doctoral Supervisory Committee

The first person you need to get to know when you enter a doctoral program is the faculty member who has agreed to serve as your initial advisor. TEAL works to expose students to its many faculty via presentation and research highlights. In addition, the CEHS website gives an overview of each CEHS faculty member's interests and is a good place to start figuring out the names of other faculty members with whom you share interests and may want to work. Once you have gotten to know various faculty members and when you complete 18+ credits of doctoral work, you should have at least a five-member committee put together. Below are sequential steps for putting together your supervisory committee.

Step 1. Selecting a Committee Chair. During your first or second semester, determine if you are a good match with your initial advisor. If so, request this person to serve as your Supervisory Chair (i.e., major advisor). Your Supervisory Chair will be the person in the program from whom you will receive the most feedback and with whom you will spend the most time. It is critical that the two of you share common scholarly interests. If another faculty member is a better match for guiding you through your program and dissertation efforts, and is willing and able to work with you, you may request that they serve as your Chair. As a courtesy, be sure to let your initial advisor know about such a change.

Step 2. Developing a five-person Supervisory Committee. Given your area of scholarly interest, once you have selected a Chair, consider four other faculty members who have expertise in your area or related to your area, for a total of five faculty with doctoral degrees who are approved by your department head and college dean. Three members must be from within and at

least one must be from outside your department or interdepartmental degree-granting program. According to the [School of Graduate Studies](#), adjunct faculty can serve on doctoral committees with the approval of Vice Provost of Graduate Studies. Upon recommendation of the department head, emeritus faculty may serve on supervisory committees, but may not chair new committees. You may have additional committee members if necessary. Be sure to include your Chair in this selection process as they may have important insights regarding other potential committee members. Try to select committee members who provide additional expertise and who will work well with you and your Chair. The Committee will work together closely throughout the proposal and dissertation process so complementary styles are important.

All Committee members must hold a doctorate and be approved by the department and the School of Graduate Studies. One member of your Committee should be able to provide specialized assistance in research design and data analysis. For example, if you plan to do survey research, you should make sure at least one member of your Committee is skilled in surveys. If you are completing an ethnography, you need to have an experienced ethnographer on the committee. At least one person must be outside of the department. This person's area of scholarly interest need not be closely related to the conceptual thrust of your dissertation. Just as with your Chair, you must request faculty members to serve on your committee. Be aware that faculty members may decline to serve. Once established, the five-person Committee will confer to help determine your Program of Study (POS) form, approve any course substitutions, and develop the sections of your Comprehensive Exam. Once you have selected your committee, communicate the committee member's names with the Graduate Program Coordinator who will then complete and submit the [SCAF](#). A SCAF must be submitted to the School of Graduate Studies for approval by the end of the student's third semester in the program.

Note: It is not unusual for the composition of a Supervisory Committee to change due to faculty retirements, sabbaticals, leaves, reassignments, change in research interests, or the arrival of new faculty members. Be sure to file a revised Supervisory Committee form if changes are made. However, be aware that changes in the Committee composition are not allowed during the six weeks prior to the final defense of your dissertation.

C. Doctoral Committee Chair and Methods Advisor Options

Option 1: Chair is also the Methods Advisor

The student works closely with the Chair to develop the problem statement, literature review, and design of the dissertation study that will constitute Chapters 1-3 of the dissertation. Committee approval follows extensive work between the Chair and student concerning details of the project. When appropriate, a Committee member may be sought out to contribute expertise during a particular part of the proposal or dissertation process. Generally, Committee members read the complete dissertation proposal and final written document only after the Chair has approved these documents for review. Committee members may offer suggestions and criticisms before or at the proposal and final defenses.

Option 2: Chair is not the Methods Advisor

The Chair and the student meet with the methods member to discuss and agree upon the design of the study. The Chair continues to work extensively with the student and to provide feedback on the proposal. If additional feedback on design is needed the student (and possibly the Chair)

may meet again with the methods member regarding fine-tuning of the design. After the proposal has been defended, the methods faculty member resumes a more typical committee member role (i.e., available for advice but does not read or critique lengthy portions of the dissertation prior to the defense).

Option 3: Chair and Methods Advisor Decide to Co-Chair

If the complexity of the student's research design requires extensive additional time on the part of the methods faculty member, the methods advisor role should be changed to Co-Chair of the committee. The Co-Chairs meet with the student regarding major decisions about the student's proposal and dissertation. Both faculty members should be considered as potential co-authors of publications coming out of the student's work.

VIII. Program of Study (After 18 Credits)

Once the Supervisory Committee has been arranged and the form submitted, students should work with the Supervisory Committee Chair to file an approved Program of Study, which lists the courses that will fulfill the course requirements for the program. TEAL provides Planning Guides for students to understand the required courses and elective options available in the respective concentrations. The total course credit in the TEAL Ph.D. in Education program is 48 (with the dissertation work comprising 12 credits for the 60-credit degree). The [Program of Study](#) form is available on Degree Works and described on the School of Graduate Studies website, but the form should be processed by the Graduate Program Coordinator. Students will receive email notification when the form is approved.

Remember that the responsibility for knowing and following degree procedures and requirements rests with the student. However, the Graduate Program Director, the Graduate Program Coordinator, and the Supervisory Committee Chair are available to provide direction and support students in making progress and completing the degree.

IX. TEAL Comprehensive Examination

TEAL doctoral students are required to successfully complete a Comprehensive Examination, which should be scheduled during the last semester of coursework. With approval of the Supervisory Committee Chair, students should notify the Graduate Program Director of intent to take the exam by submitting the department [Sign-up Form for Comprehensive Examination](#). Students are then added to a Canvas platform with the Comprehensive Examination as an assignment. Students submit their exam responses as an uploaded assignment. The due date for completion of the exam can be arranged with Supervisory Committee Chair who consults with the other members of a student's Committee to draft the questions and determine when the exam will be scheduled. The comprehensive exam sign-up sheet should be submitted to the Graduate Program Coordinator two weeks prior to taking the exam.

The TEAL Comprehensive Examination is designed to provide the opportunity to demonstrate a synthetic understanding of three broad areas of education: Curriculum and Instruction, Research Methods, and the student's selected Concentration (area of emphasis). Students are expected to respond in writing to three questions, one in each of these areas. The Exam is also intended to show readiness to design and conduct rigorous research. Students should confer with their respective Chairs to discuss strengths and needs and how to prepare for taking the Exam.

Students have two options for completing the Comprehensive Examination. In option A, students may take the exam as an 8-hour, proctored on-campus as a computer-writing task. This option is done without notes or resources beyond a computer, so a list of references is not required. Option B is a 72-hour, at-home, written response targeting the same three areas. In this context, students can use any resources and are expected to provide an accurate list of references. A 30-page limit (10 pages per question, excluding references) is the same for option A and option B.

Students and their Supervisory Committee members should be aware of the following evaluation criteria for rating each of the exam responses:

- Addresses each component of the question with appropriate coverage
- Grounds the response in relevant research
- Demonstrates analysis and synthesis of related research and educational issues
- Evidences a sustained discussion of the topic that includes original thought
- Organizes a coherent and compelling argument
- Writes clearly in an academic register
- Abides by current APA guidelines, including relevant citations and references

A range of decision options is available to committees: Pass, Fail, or Revise and Resubmit. Once a student has successfully completed the Comprehensive Examination, they may move forward with preparing and presenting a dissertation proposal. However, the five Committee members could render a Comprehensive Exam decision of Revise and Resubmit, which allows the student revise one question/prompt in the original response. If more than one of the questions are not adequately answered (as deemed by a majority of the readers) the student can fail the Exam. If a student is not successful on the Comprehensive Exam, they should work with their Committee Chair to prepare and retake the exam. Two retakes are permitted to successfully complete the Exam.

X. Dissertation Planning

Doctoral dissertation research affords the opportunity for students to conceptualize, design, conduct, and report independent, rigorous, and ethical research that contributes to the scholarship of education. The experience helps establish doctoral students as competent researchers and should equip them to collaborate with colleagues and to advise future doctoral students. All phases of this multi-faceted process are advised by the student's Supervisory Committee Chair and informed by members of the Committee.

The USU School of Graduate Studies allows for both a monograph (i.e., traditional chaptered) dissertation or a multiple-paper format, but defers to the respective departments to establish guidelines for students reporting research to achieve a terminal degree from the selected program.

The following table delineating the Dissertation Proposal can help to ensure comparability of rigor and expectation between the monograph and multiple-paper proposals:

Monograph Dissertation Proposal	Multiple-Paper Dissertation Proposal
Chapter 1—Introduction	Chapter 1—Explanation of overarching theme that sets the context for the thematic research
Chapter 2—Review of Literature	Part 2—Review of the Literature, including relevant research informing the thematic research
Chapter 3—Methodology	Part 3—Comprehensive explanation of the planned research products, including methodology, with a table and timeline for completing the proposed papers.

These are minimal expectations, which depending on the research type could include additional chapters to more adequately report other aspects of the intended research.

A. USU Publication Guide

Please review the most current [Dissertation Requirements](#) on the USU School of Graduate Studies website. Download and review the [Publication Guide](#).

The Publication Guide is designed to assist graduate students in the preparation of theses and dissertations. The first decision that impacts the format and style of a thesis or dissertation is whether the document will be written in the monograph or multi-paper format.

Monograph Format: This, the 'traditional' format, consists of a multi-chapter document that uses the same style throughout.

Multiple-Paper Format: A thesis or dissertation using this format consists of at least two chapters, typically written as independent papers, preceded by an introductory chapter that sets the context for the research, and followed by a summary and conclusions chapter that integrates all of the studies.

Style: The style defines the way that text is presented on the page (e.g., fonts, font sizes, margins, indents, line spacing, page numbering). For a document in the monograph format, the

style should be consistent throughout the document. For a document in the multiple-paper format, the style may differ for chapters that are targeted for publication in different journals, however the style should be consistent within each chapter.

Front Matter: The front matter consists of the title page, copyright notice, abstract, public abstract, table of contents, list of tables, and list of figures, and may also include a dedication, frontispiece, acknowledgments, preface or forward, and list of symbols, notations, and definitions. These pages must comply with the Publication Guide, whether the document is in the monograph or multiple-paper format. Be sure to format your title page following the guidelines in the Publication Guide (pages 9-10, 24) from the School of Graduate Studies.

B. USU Publication Guide – Monograph

A monograph dissertation format consists of a multi-section (i.e., multi-chapter) document that uses the same style throughout.

C. USU Publication Guide – Multiple-paper format

A multiple-paper thesis/dissertation must contain reports (a minimum of TWO) of research that have conceptual coherence. The thesis/dissertation must have:

- an inclusive abstract;
- an introductory chapter that sets the context for the thematic research; and
- a summary and conclusions chapter that integrates all of the studies.

The content of a thesis or dissertation must be approved by the student's supervisory committee. Publications or manuscripts of which the student is a coauthor may be included if the committee determines that the student made a substantial intellectual contribution to the work. Permission to include a publication or manuscript in a thesis or dissertation does not depend on the order of authorship. Any included publication or manuscript must be a logical component of the overarching theme or themes addressed by the entire thesis or dissertation, which, as a whole, must represent the student's individual and original effort. The student is responsible for obtaining reprint permission from the copyright holder for any published works included as part of the thesis or dissertation.

When preparing a thesis/dissertation composed of multiple papers, a student has the following options:

- including a separate abstract or summary for each paper (chapter), in addition to the always-required general thesis abstract; and
- including separate reference lists for each paper (chapter) rather than a single reference list for the entire thesis/dissertation.

When a student prepares a multiple-paper thesis/dissertation, reference citations in text and reference lists for each paper (chapter) are prepared according to the journal style for that paper (chapter). A style manual for the journal, a copy of the journal being used, or an off-print of an article from the journal (the article must include examples of all pertinent style components) must be submitted with the thesis/dissertation. If the paper (chapter) has been published, permission to reprint must be obtained from the journal holding the copyright. The signed permission letter is then included in an appendix.

While the Office of Research and Graduate Studies strongly encourages publication of research results, it reminds students that preparation of a thesis/dissertation and preparation of the manuscript for publication should be considered two separate operations. Certain mechanical

stipulations for submitting manuscript copy will differ from those specified herein and may not be acceptable to the Office of Research and Graduate Studies.

D. TEAL Dissertation Expectations and Guidelines for a Multiple-Paper Dissertation (March 2019)

With consideration of what is required by the School of Graduate Studies, TEAL faculty have agreed on the following expectations of multiple-paper dissertations.

1. Consultation with the Chair and a meeting with all Committee members held before taking the Comprehensive Exam to discuss the student's intention to use the multiple-paper format. This meeting should address any work that could be included as components in the final dissertation.
2. A substantive review of the relevant literature that grounds and informs the targeted research and contributes knowledge to the field. This review should be rigorous and worthy of a dissertation and is beyond the two research reports expected of the multiple-paper format.
3. An overarching theme addressed by the entire dissertation, which, as a whole, must represent the student's substantive intellectual effort.
4. Committee involvement at the proposal stage that informs and approves the planned research, thus precluding works published prior to the dissertation proposal or Committee approval.
5. Rigorous research primarily conducted following successful completion of the TEAL Comprehensive Examination.
6. IRB approval of the planned research (as approved by the Committee following the proposal) and identified as the student's dissertation.

The TEAL Graduate Faculty acknowledges the valuable role of the Supervisory Committee Chair and members and defers to the Committees to resolve issues related to types of papers to include and if or how to determine authorship. Because students using the multiple-paper format likely do so to expedite publication of their research, they should also consider reasonable outlets for publication as part of the planning process. However, publication is not a requirement of the multiple-paper dissertation.

XI. Proposal and Dissertation Procedures

A. Proposal Review and Defense

A dissertation proposal must adequately delineate a rigorous research project. TEAL faculty have agreed that students should invest the time to prepare the first three chapters of the dissertation (i.e., Introduction of the Problem, Review of Relevant Literature, and the Methods chapters or section) as the proposal. The proposal should include sufficient detail for Committee members to ascertain the level of the student's understanding and the merit of the proposed research. Given these guidelines, each student should discuss proposal length and content with their Chair. While Institutional Review Board (IRB) approval cannot be sought until after the defense, most Chairs want the proposal appendix to include any essential information that the IRB will request. Once the proposal has the tentative approval of the Chair, copies should be sent to all Committee members for review and a proposal defense date set. To allow adequate review time, the proposal defense meeting date should be set no sooner than two weeks from the date the proposal is received by all Committee members. Students should follow the formatting guidelines in the School of Graduate Studies Publication Guide, adjusting to reflect the differences between a dissertation proposal and the final drafts of a dissertation.

At the same time that a proposal is distributed to the Supervisory Committee, a copy of the proposal should be sent to the Graduate Program Coordinator so that the proposal can be submitted to Turnitin to verify that it is free of plagiarism. The Turnitin report will be shared with the Chair who will address any plagiarism issues or concerns with the respective student. The [Thesis/Dissertation Proposal Sign-up Form](#) should be submitted to the Graduate Program Coordinator at least two weeks prior to proposal.

B. After Proposal Approval

If the Committee approves a proposal, the Committee Chair will notify the Graduate Program Coordinator. The Graduate Program Coordinator will route the Title Page through Adobe Sign to be signed by each committee member and return a signed copy to the student to be filed with the Institutional Review Board.

All doctoral students must apply to the [IRB](#) for approval to conduct research. The final copy of the proposal (including any requested revisions) with a signed cover sheet must be submitted with other required forms and materials (letters of consent, interview protocols, copies of instruments) to the USU IRB. The IRB process can take multiple weeks to complete, which should be considered in any dissertation timeline. Once an authorization number from the IRB is granted, students can submit the [Application for Candidacy for Doctoral Degree \(ACDD\) form](#). The ACDD form should be submitted as soon as you finish your comprehensive exams and at least three months prior to your final defense. The Application for Candidacy form indicates that any changes in coursework have been approved, that the Comprehensive Exam and dissertation proposal have been approved, and that the student may then proceed with the approved dissertation study. The ACDD form should be submitted at least three months prior to the final defense.

C. Beginning Dissertation Research

The dissertation proposal is an agreement between a student and their doctoral supervisory committee. Procedures outlined in the proposal constitute the minimum acceptable for the dissertation; however, students may add areas of inquiry as the research develops. All changes must be discussed with the Chair and all major changes must be approved by the Supervisory Committee. Before writing the dissertation, students should review the format guidelines in the most recent edition of the [Publication Guide for Graduate Students](#) (located in the section [Thesis & Dissertation Information](#) which includes a helpful timeline of tasks) at Utah State University, and the [Copyright Policy](#). TEAL students should follow accepted reporting guidelines, which are generally consistent with the current American Psychological Association (APA) style.

Students should work closely with their Chair to prepare various drafts of the dissertation. Prior to its defense, the dissertation must meet APA style and Publication Guide requirements. When the Chair agrees that the dissertation is in final form and ready for defense, it can be distributed to all Committee members.

Note: The dissertation, in final form, must be distributed to all Committee members no less than four weeks before the final oral defense. The [Appointment for Examination \(AFE\) form](#) should be filed with the School of Graduate Studies. It is very important that the Appointment for Examination form is filed no less than 10 business days before the defense.

D. Degree Residency Requirements

When students submit the [Appointment for Examination](#) form they should also submit the [Ph.D. Residency Professional Requirements](#) form, see below. This form requires students to describe and list the activities that meet USU's School of Graduate Studies Residency Requirements for Ph.D. students.

Ph.D. Residency Professional Requirements

Please use the form below to describe the activities you have completed during the duration of your doctoral program. Committee Chairs should be consulted about plans for completing these requirements early in your program. The signature of the Chair of your Committee at the end of this form constitutes approval of your successful completion of residency requirements for the PhD. Submit this documentation by email to the Graduate Program Coordinator at the time the Appointment for Examination form is submitted.

These activities are in addition to the coursework and research project that leads to and includes your dissertation. The content of a presentation and publication must be related to your doctoral specialization in curriculum and instruction.

- 1) All Ph.D. candidates are required to present once at a state, regional, or national conference. The professional conference must be one in which there is a call for papers and a systematic process used to select the papers that will be presented. *Please attach a photocopy of the meeting program documenting participation.*

Name of Meeting: _____

Location: _____ Date: _____

Title of Presentation: _____

- 2) Publishing your scholarship is an expectation of the Ph.D. program. All candidates must have submitted a manuscript to a peer-reviewed professional journal at the time of their defense. *Please attach a photocopy verifying the editor's receipt of the manuscript.*

Title of Manuscript: _____

Journal: _____

The activities categorized below are intended to guide and help you confirm your immersion in the work of the academic community. Please note that one extensive commitment, such as serving as an officer or Conference Chair for a major professional organization or working extensively on one grant could generate multiple opportunities that should be documented individually. Students should summarize/document each activity carefully so that the Committee Chair is able to confirm completion of the work.

- 3) Research and creative endeavors:
(e.g., participate in a research project; participate in a grant funded project; apply for graduate student funding; write/co-write a grant to fund a research project; publish an article in a professional organization's newsletter; publish a book review)

- 4) Immersion in the culture of graduate education:

(e.g., participate in scholarly discussion or writing groups; graduate student organizations and events such as Graduate Student Senate or USU Research Week; committee or service work within the department, college, or university; coursework or immersion in literature beyond requirements)

5) Engagement in professional activities of the discipline:

(e.g., teach a college course; work as a research or teaching assistant at the college level; conduct a guest lecture or workshop; attend local, regional, or national scholarly professional meetings; hold office in local, regional, or national scholarly professional meetings; organizing informal seminars, consortia, or orientation programs; serve as a reviewer for a professional conference or journal)

Activity Description	Date	Signature of Chair

Additional activities may be documented on an attached sheet.

I certify that _____ has fulfilled the residency requirements of Utah State University School of Graduate Studies and the Curriculum and Instruction Ph.D. Program.

_____ Date: _____

Chair of Ph.D. Committee

_____ Date: _____

Director of Curriculum and Instruction Doctoral Program

XII. Dissertation Defense Procedures

Students must enroll for dissertation credit the semester that they schedule their dissertation defense. Students should be prepared to defend the dissertation as written and submitted to the Committee members, who may suggest editorial changes. However, if the oral examination indicates weaknesses that require major revisions, the defense should be rescheduled. A range of decision options is available to committees: Satisfactory (clear pass, pass with editorial changes, rewrite for Chair or Committee approval) or Unsatisfactory (re-examination or failure; a new defense will be scheduled). For the final defense to be considered satisfactory, all five Committee members must concur on the decision. A report of the results of the exam is filed with other materials at the conclusion of the defense.

Visitors may be invited to dissertation defenses. The Chair should make sure the dissertation defense announcement is distributed through the Graduate Program Coordinator or Graduate Program Director.

XIII. After the Defense

According to the USU [School of Graduate Studies](#), following the successful defense of a dissertation, the student is responsible for completing any necessary edits, proofreading, and having it read and approved by the department before it is submitted to the School of Graduate Studies for review. Once the document has been approved by the School of Graduate Studies, a final copy must be submitted online to the School of Graduate Studies for the Vice Provost's signature.

After the completion of a successful dissertation defense, and an approved Appointment of Examination is filed with the School of Graduate Studies, students will receive a letter from the School of Graduate Studies with the following instructions (see sample below):

Dear DOCTORAL STUDENT,

Congratulations on successfully passing your final defense! We have received your Record of Examination form from your committee.

What to do next:

1) Please work with your Major Professor and Graduate Program Coordinator/Departmental Reviewer to submit the following documents to the School of Graduate Studies. All of these forms can be found at https://usu.service-now.com/aggies?id=sc_category&sys_id=6fb8db5adbf124503e0cef0705961983

Please note: Your paper cannot be checked into the School of Graduate Studies queue until all of the following forms are submitted and approved.

- a) Thesis/Dissertation Format and Style Form
- b) Committee-signed title page
- c) Authorship and Copyright Form
- d) Embargo Form (if required)

The USU Publication can be found on the USU School of Graduate Studies website. <https://gradschool.usu.edu/academics/final-defense>

2) Once all of your forms have been approved and your committee and department have approved the final edits to your Plan A thesis/dissertation, your Graduate Program Coordinator/Departmental Reviewer can submit your paper to the School of Graduate Studies for review (students may not submit their paper directly to the Graduate Office reviewer). Please note: once your forms are approved and your paper has been submitted, please allow at least three weeks for the initial Graduate Studies review.

3) You will be invited to a Thesis/Dissertation Review folder in Box. You can check on the status of your document, and where it is in the Graduate Office review process, by looking in that folder. The Graduate Office review process will not begin until your GPC has uploaded an approved copy of the document to this folder and emailed Erika Beckstrand. After your document has been reviewed, there will be an annotated copy of the document in the folder. The final, fully approved, copy of your document will also be in this folder; this is the copy that the Library will upload to ProQuest and Digital Commons (unless your document is embargoed).

4) If your thesis/dissertation requires IRB approval, please submit IRB forms to the IRB Office, Old Main 155.
a. If you have questions about the IRB forms, please contact the IRB Office <https://research.usu.edu/irb/> or 435-797-1821.

5) Please be aware of the Semester Deadlines. In order to meet the completion deadline, your thesis or dissertation must be accepted by the library for publication and be signed by the Vice Provost for Graduate Studies. Please note: once your forms are approved and your paper has been submitted, please allow at least three weeks for the initial Graduate Studies review. <https://gradschool.usu.edu/academics/deadlines> . A final degree check will need to be made to ensure that all degree requirements are met. Please be aware that this review can take a few days after approval so plan accordingly. Please fill out the Graduation Check: <https://gradschool.usu.edu/resources/all-forms/graduation-check-request>

7) Please fill out the graduation application: <https://www.usu.edu/registrar/graduation/>

8) Information regarding the Grace Semester. <https://gradschool.usu.edu/academics/grace-semester>

Please work with your department reviewer and Graduate Program Coordinator to initiate the thesis/dissertation review process.

Thank you,
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Students should work closely with the Chair and/or designated Committee members to make any required changes, corrections, or edits in the approved dissertation. Students are expected to consult the USU Publication Guide to ensure that the front matter meets the required formatting by USU School of Graduate Studies. TEAL requires students to use a professional reviewer for final editing of their dissertation so that the dissertation (from page 1 forward) meets APA 7th Ed. Students should discuss the need for a professional review with their Chair and allow time for it before the final submission.

A list of potential reviewers is provided on the Dissertation Professional Editing document available on the [TEAL website](#); however, TEAL does not endorse any reviewer. This list of reviewers includes names of professional reviewers who have offered their review services; however, the reviewers may not necessarily have been used or provided successful editing of dissertations. Students are encouraged to seek guidance from their Supervisory Chairs as well. Students may select a professional reviewer not included on this list. Students are informed that if they select a reviewer who is employed by USU, the USU employee must disclose the conflict of interest. Specifically, students are informed of [University Policy 545: Individual Conflict of Interest](#), which states that employees have a responsibility to identify and disclose outside interests. Upon disclosure of a conflict of interest, employees must (a) eliminate the conflict of interest, or (b) develop and comply with a conflict of interest management plan, to comply with University Policy 545.3.1 Employees. Also, students should be aware of the editing timeline to plan for the final submission and to determine the fee which is typically based on the extent of the review. Students must identify the professional editor's name who reviewed their dissertation and record the name on the [Thesis/Dissertation Format and Style \(F&S\) and Electronic Publication Approval form](#) with the School of Graduate Studies.

The final edited approved dissertation, reflecting the edits following the defense, is submitted by the student to the selected professional reviewer. Then, the final professionally reviewed dissertation is submitted by the student to the TEAL Graduate Program Coordinator who uploads the professionally edited dissertation to Box for the School of Graduate Studies to review.

With the final signatures, the dissertation is sent digitally to the Merrill-Cazier Library for processing. The USU Library no longer accepts bound copies of theses and dissertations; however, unless the document is embargoed, the Library does still offer a binding service if the student wants bound copies to provide to an advisor, department, or for personal use. The Library's price for binding is approximately \$20 per copy.

The School of Graduate Studies publishes doctoral deadlines and the commencement schedule each year. These dates are posted under [Completion and Commencement Deadlines on the School of Graduate Studies website](#). Students should plan accordingly.

XIV. Publication Expectations

TEAL graduate students are encouraged to communicate their research via multiple venues. Expectations for publication and authorship arrangements are adapted from USU School of Graduate Studies communications.

Authorship Expectations Related to TEAL Doctoral Dissertation Research

Recognition of Contributions and Opportunities for Publication

Copyright and authorship of dissertations are two aspects of graduate work confirmed via a form filed with the School of Graduate Studies as students complete their degrees. Students typically retain copyright of their dissertations, unless the data were collected under financial sponsorship. Authorship is a separate issue that can be shared without affecting a student's copyright of the dissertation. Dissertation research should contribute to knowledge in a student's field of study. A dissertation should be publishable, in whole or in part, in one or more quality academic or professional journals. As with any publication, articles (or books) based on a dissertation should include acknowledgement of significant contributors to the work. It is not unusual for publications based on a dissertation to be co-authored by the graduate student, the major professor, and on occasion, other Committee members.

In most cases, acknowledgment of the student's work will be as first author on the article or chapter. The involvement of the major professor in the conceptualization and execution of a dissertation project is typically sufficient to warrant joint authorship. Under no circumstances should a professor publish from a student's dissertation without appropriate acknowledgment. It would be unusual and, in fact, contrary to the instructional purpose of a dissertation, if a faculty member contributed more than the student, and was then listed as the senior author on a resulting publication. There may, however, be occasions when that is justified, such as when a faculty member takes the initiative to prepare a manuscript for publication in the absence of the student's willingness or desire to do so. In all cases, the appropriate acknowledgment should be negotiated and agreed upon prior to submission for publication. Acknowledging contributions of and sharing authorship with TEAL faculty mentors can increase the likelihood of successful and timely publications of students' research efforts.

The required Authorship & Copyright form establishes a student's plans for publication based on a dissertation. Students must discuss their plans for publication with their Supervisory Committee to avoid misunderstandings about co-authorship of published portions. The student's signature and those of the Committee members on the [Authorship & Copyright](#) form indicate that publication plans have been discussed and that all are in agreement. If a student has indicated on the Authorship & Copyright form that they will be the sole author of any subsequent publications, the student should not expect faculty to contribute to submissions without co-authorship.

The Authorship & Copyright form also asks for a date by which an acceptable draft will be submitted to the major professor or other USU faculty with whom a student intends to publish. Establishing this timeline is crucial as it is important to contribute completed research to the extant literature in a timely manner. If the date for submission is not met, publication arrangements may be renegotiated between named faculty and the student.