Ph.D. in Education Program
Student Guidelines & Requirements

Fall 2011

College Of Education

University of Central Florida

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University of Central Florida  
College of Education  
Ph.D. in Education Program Handbook

Dear Ph.D. Student,

It is with great pleasure to welcome you to the Education Ph.D. Program at the University of Central Florida. The faculty and staff in the College of Education look forward to helping you further your professional development and academic goals. This handbook will be your guideline throughout the program. It will serve as a description of specific requirements, responsibilities, procedures, deadlines, and expectations essential to your success in the program.

Sincerely,

E. H. “Mike” Robinson III, Ph.D.  
Coordinator of Doctoral Programs  
College of Education
Student Acknowledgement Form
Doctoral Student Handbook
College of Education
University of Central Florida

I, __________________________________________, have received and read this Doctoral Student Handbook for the Education PhD in the College of Education. I agree to abide by the policies and procedures stated in this handbook.

__________________________________________  ____________
Student Signature                          Date

Table of Contents
INTRODUCTION AND WELCOME:
Welcome to the Ph.D. program in Education. By entering this program, you are committing to a goal of excellence in your field of study. You are joining an intellectual community where students and faculty work together to advance our understanding and knowledge. For the next few years,
you will be engaged in formal learning activities designed by the faculty specifically for your development and preparation to enable you to be prepared to enter the professoriate. While these formal learning activities are essential to your development, the faculty has also designed the program to include many opportunities for informal learning. The signature pedagogy for both formal and informal learning opportunities is the mentoring process. To take advantage of these opportunities it is expected that students will immerse themselves in the culture of the academic environment.

In general, the graduate catalog outlines the policies and procedures that list your responsibilities as a graduate student at the University of Central Florida. These policies provide the guide for your rights and responsibilities as you pursue your program of study. The basic requirements for the degree program you have entered are outlined in the graduate catalog. All policies regarding your program of study and procedure for obtaining your degree are available at http://www.graduate.ucf.edu/. In situations where there is conflicting information between any written material and the graduate catalog, the graduate catalog provides the authoritative information. The Ph.D. program in the College of Education may have additional requirements that are not specified by the College of Graduate Studies as listed in the graduate catalog. The track that you have entered within the Ph.D. program may also have additional requirements.

The following list provides a brief view of the organization information for the program operation.

Dean of the College of Education: Sandra Robinson, Ph.D.
Associate Dean of the College of Education for Research and Graduate Studies: Rex Culp, Ph.D.
Coordinator of Doctoral Studies and the Ph.D. Program: E. H. “Mike” Robinson III, Ph.D.

Education PhD Program Track Coordinators:
- Communicative Disorders and Sciences: Barbara Ehren, Ph.D.
- Counselor Education: Edward “Mike” Robinson, Ph.D.
- Elementary Education: Sherron Roberts, Ph.D.
- Exceptional Education: Lisa Dieker, Ph.D.
- Exercise Physiology: Jay Hoffman, Ph.D.
- Higher Education: Rosa Cintron, Ph.D.
- Hospitality Education: Paul Rompf, Ph.D.
- Instructional Technology: Atsusi Hirumi, Ph.D.
- Mathematics Education: Juli Dixon, Ph.D.
- Reading Education: Karri Williams, Ph.D.
- Science Education: Bobby Jeanpierre, Ph.D.
- Social Science Education: William Russell, Ph.D.
- TESOL: Joyce Nutta, Ph.D.

Mission:
The College of Education offers the Ph.D. in Education with tracks in Communicative Disorders and Sciences, Counselor Education, Elementary Education, Exceptional Education, Exercise Physiology, Higher Education, Hospitality Education, Instructional Technology, Mathematics Education, Reading Education, Science Education, Social Science Education and TESOL. The Ph.D. in Education is a research-oriented degree appropriate for educators whose goal is to enter
the professoriate. It is the intent of this program to be interdisciplinary, allowing flexibility for
students who will work in research clusters and learning communities with faculty on education-
related research. The program is designed for those educators who seek teaching positions in a
research university or research-oriented education position in business and industry. The program is
also designed for full time study and immersion in the academic learning community where both
formal and informal learning is expected. Please see appendices for information pertinent to the
mission of each track.

**Accreditation:**
The National Council on Accreditation of Teacher Education (NCATE) accredits programs in the
College of Education. NCATE accreditation is a voluntary peer review process of the professional
education unit (the school, college, department, or other administrative body within the institution
that is primarily responsible for the preparation of teachers and other professional school personnel)
based on national standards developed by the profession.

Reviews of accredited institutions are on a five-year cycle. Accreditation requires program reviews
of subject or content areas, and an on-site review conducted by a Board of Examiners (BOE) team.
Using NCATE unit standards, the BOE team evaluates the unit’s capacity to deliver its programs
effectively.

In addition to NCATE the Council on the Accreditation of Counseling and Related Educational
Programs (CACREP) accredits the Counselor Education Program Master’s degree in Mental Health
Counseling and School Counseling and the Ph.D. Degree in Counselor Education.
CURRICULUM

Minimum Requirements

The Ph.D. in Education requires a minimum 72 hours of study beyond the Master's degree. Program requirements differ for each individual track. The track coordinator and the Ph.D. program coordinator approve transfer hours (maximum of 9). Students must enroll in IDS 7501 in their first semester. Students are required to take a full course load their first year in the program. It is highly recommended that they continue full time enrollment until graduation.

Minimum requirements for completion are

Master’s degree in area of specialization or closely related field
- 3 SH Prerequisite Course
- 21 SH Specialization Minimum
- 24 SH Research Foundation/Core
- 24 SH Dissertation

72 SH Minimum total for completion.

Description of Curriculum

The curriculum requires that all students take a core set of courses while allowing individuals to pursue courses that pertain to their respective research interests. As part of the core program, all students will be required to complete at least three research methods courses. One elective research methods course is also required. A prerequisite for entering EDF 7403 is EDF 6401 or demonstration of proficiency through examination. Please contact your track coordinator for scheduling a competency exam or register for EDF 6401 in the fall semester of your first year.

The core is focused on providing all Ph.D. students with research experiences from the outset of the program. Students will work with a mentor in assisting with faculty research. In doing so, students will develop competencies in applied research through apprenticeship experiences. The required core courses also includes a beginning seminar course related to major issues in education and the research associated with these issues as well as a capstone course to synthesize the program and prepare students for the dissertation. Throughout the program, students will be involved in courses that require the development of research projects and the presentation of research results. The specialization may involve courses from outside the College of Education, pedagogy courses in the College of Education, additional research methodology courses, or other courses to obtain skills needed for their respective research interests.

The student will progress from:

- Assisting faculty with research to
- Assisting in the design and development of research projects with faculty to
- The formulation of personal research projects and, finally, to
- The development of a research project appropriate for the dissertation
The Required Core Courses are-24 Semester Hours
IDS 7501 Issues and Research in Education (3 hours)
IDS 7500 Research Seminar (variable credit and repeatable (6 hours)
EDF 7475 Qualitative Research Methods in Education (3 hours)
EDF 7403 Quantitative Research Methods in Education (3 hours), prereq: proficiency or EDF 6401
EDF 7463 Analysis of Survey, Record and other Qualitative Data (3 hours)
IDS 7502 Case Studies in Educational Research (3 hours)
Choose from one of the following Research Electives (3 hours)
  IDS 7939 Research Cluster Seminar
  EDF 7406 Multivariate Statistics
  EDF 7405 Quantitative Methods II
  EDF 7415 Latent Variable Modeling
  EDF 7473 Ethnography in Qualitative Research
  EDF 7487 Monte Carlo Simulation
  SPA 7xxx Doctoral Seminar in Spoken and Written Language Disorders II

Students are required to have an introductory statistics course that examines probability, correlation, and regression (EDF 6401). Some students have completed a similar course during their Master’s Program. If this is the case, students may take an online exam by contacting Lillian Ramos at Lillian.Ramos@ucf.edu to arrange an exemption exam prior to starting courses in the fall. It is highly recommended that students take EDF 6401 in the fall of their first year. It is highly recommended that students in enroll in this course if they have any doubts about their research efficacy. Direct your questions regarding your eligibility for EDF 7403 to Dr. Stephen Sivo at Stephen.Sivo@ucf.edu.

Specialization-21 Semester Hours (minimum)

Currently, most programs require more than the minimum 21 hours.

Specialization consists of courses in the chosen track and cognate courses allied to the tracks from other colleges and departments in the university. An internship (3 hours minimum) is required as part of all tracks. The internship will typically involve supervised teaching at the university level. The specialization area may involve courses from outside the College of Education, pedagogy courses in the College of Education, additional research methodology courses, and other courses to obtain specific skills needed for their respective research interests. Within each specialization area, there will be specified number of semester hours for required courses. For example, if the area of specialization is Mathematics Education, the student must take MAE 6145 (Mathematics Curriculum, K-12) or IDS 6939 (Reforming Curriculum in Mathematics and Science Education) and MAE 6656 (Using Technology in the Instruction of K-12 Mathematics) or IDS 6934 (Using Technology in Mathematics and Science).

The graduate catalog contains the official listing of doctoral programs of study: www.students.graduate.ucf.edu
Required Specialization courses (including credit hours per course) for each track:

**Communicative Disorders (See adviser for any additional required courses)**
- SPA 6843 Severe Language-Based Reading and Writing Disabilities \( 3 \)
- SPA 7490 Advanced Studies in Language Disorders \( 3 \)
- SPA 7493 Advanced Studies in School Speech-Language Pathology \( 3 \)
- SPA 7494 Doctoral Seminar I: Spoken and Written Language Disorders \( 3 \)
- SPA 7495 Doctoral Seminar II: Spoken and Written Language Disorders \( 3 \)
- IDS XXXX Professional Collaboration around Language Issues \( 3 \)
- Advanced course work in Reading \( 3 \)
- Advanced course work in Exceptional Education \( 3 \)
- Additional course work in Teaching English \( 3 \)
- to Speakers of Other Languages (TESOL) \( 3 \)

**Counselor Education (See adviser for any additional required courses)**
- MHS 6510 Advanced Group Counseling \( 3 \)
- MHS 6221 Individual Psychological Assessment II \( 3 \)
- MHS 7311 Technology in Counselor Education \( 3 \)
- MHS 7340 Advanced Career Development \( 3 \)
- MHS 7406 Advanced Theories in Counseling \( 3 \)
- MHS 7700 Professional Issues in Counselor Education \( 3 \)
- MHS 7730 Research Seminar in Counselor Education \( 6 \)
- MHS 7611 Supervision in Counselor Education \( 3 \)
- MHS 7901 Advanced Practicum \( 3 \)
- MHS 7808 Practicum in Supervision \( 3 \)
- MHS 7840 Internship in Counselor Education \( 6 \)

**Elementary Education (See adviser for additional required courses)**
- EDE 6205 Elementary School Curriculum \( 3 \)
- EEC 6406 Guiding and Facilitating Social Competence \( 3 \)

**Exceptional Education (See adviser for additional required courses)**
- EEX 7936 Current Trends & Issues in Exceptional Education \( 3 \)
- EEX 7527 Professional Writing/Grant Writing in Exceptional Education \( 3 \)
- EEX 7766 Technology Research/Training in Exceptional Education \( 3 \)
- EEX 7428 Personnel Preparation in Exceptional Education \( 3 \)
- EEX 7320 Program Evaluation and Planning in Special Education \( 3 \)
- EEX 7865 College Teaching Internship in Exceptional Education \( 3 \)
- EEX 7866 Internship in Supervision in Exceptional Education \( 3 \)

**Exercise Physiology (See adviser for additional required courses)**
- MCB 5932 Current Topics in Molecular Biology \( 3 \)
- PCB 6107C Advanced Cell Biology \( 4 \)
- PCB 5275 Signal Transduction Mechanics \( 3 \)
- PCB 6727 Comparative Animal Physiology \( 3 \)
PET 6366 Exercise, Nutrition and Weight Control 3
PET 7365 Cardiovascular Dynamics During Exercise 3
PET 7368 Regulation of Metabolism During Exercise 3
PET 7939 Advanced Research Seminar 3
PHC 6000 Epidemiology 3

**Higher Education (See adviser for additional required courses)**
EDH 7051 Educational Leadership in Higher Education 3
EDH 7056 Politics/Governance /Finance Higher Education 3
EDH 7408 Educational Personnel and Contract Negotiation 3
EDA 7236 Legal Issues in Higher Education 3
EDH 6065 History and Philosophy of Higher Education 3
EDA 6540 Organization and Administration of Higher Education 3
EDH 6946 Higher Education Internship 3

**Hospitality Education (See adviser for additional required courses)**
Examples of acceptable master’s degrees include hospitality, tourism, recreation, leisure, food science and nutrition, and business. 3
Cognate or elective; approved by adviser 9
HFT 7258 Strategies and Tactics: Lodging 3
HFT 7546 Strategies and Tactics: Guest Service Management 3
HFT 7715 Strategies and Tactics: Travel and Tourism 3
HFT 7876 Strategies and Tactics: Foodservice 3

**Instructional Technology (See adviser for any additional required courses)**
Cognate or elective approved by adviser 9
IDS 6504 Theories of Adult Learning 3
IDS 6503 International Trends in Technology 3
EME 7634 Advanced Instructional Sys. Design 3
EME 7942 Doctoral Internship in Educational Technology 3

**Mathematics Education (See adviser for additional required courses)**
MAE 7640 History of Mathematics Education 3
MAE 7795 Seminar on Research in Mathematics Education 6
MAE 6946 Mathematics Education Internship 6
MAE 6938 Seminar in Mathematics Education 3
MAE 6899 Seminar in Teaching Mathematics 3
MAE 6656 Using technology in the Instruction of K12 Mathematics

**Science Education (See adviser for additional required courses)**
SCE 7746 Teaching Theory and Research in Science Education 3
SCE 7145 Design of Postsecondary Science Curriculum 3
SCE 7939 Assessment in Science Teaching and Learning 3
SCE 7864 Science, Technology and Society 3
SCE 7935 Special Seminar Professional Writing/
Grant Writing in Science Education 3
SCE 7146 Professional Issues in Science Education 3
Additional electives 3
SCE 7942 Internship/Practicum in Science Education (K-12 or Community College) 6

**Social Science Education** *(See adviser for additional required courses)*

- SSE 7740 History of Social Studies Education Seminar 3
- SSE 7796 Research in Social Science Education Seminar 3
- SSE 7797 Content and Program Analysis in Social Science Education 3
- SSE 6387 Teaching with Film in the Social Studies 3
- SSE 6388 Digital History in the K-12 Classroom 3
- Elective Course in the social sciences 3
- SSE 7947 Internship in Social Science Education 3

**Reading Education** *(See adviser for additional required courses)*

- RED 7797 Theoretical Processes of Reading Comprehension 3
- RED 7743 Reading and Writing Processes 3
- RED 7648 Analysis and Evaluation of Trends and Issues in Literacy Education 3
- RED 7745 Research in Reading Education Seminar 3
- RED 7697 Literacy for the Twenty-First Century 3
- Electives (approved by the adviser) 9

**TESOL** *(See adviser for additional required courses)*

- TSL 6643 Diachronic Analysis of Second Language Acquisition Processes 3
- TSL 6379 Second Language Literacy 3
- TSL 6600 Second Language Vocabulary Acquisition 3
- TSL 6252 Sociolinguistics for ESOL 3
- IDS 7939 Professional Collaboration Around Language Issues 3

Students should also take a minimum of 6 credit hours of the following courses.

- TSL 6938 Special Topics in TESOL 6
- TSL 7948 Doctoral Internship in TESOL 6

**Dissertation--24 Semester Hours (minimum)**

Doctoral students must present a prospectus for the dissertation to the doctoral adviser, prepare a proposal and present to the dissertation committee, and defend the final research submission with the dissertation committee. Because students may need specific research methodology to complete their proposed dissertation, three credit hours may be taken as a research methods elective (choose from those previously listed under the research core) as approved by the Ph.D. program coordinator.
Additional Program Requirements

Please note that individual tracks might have additional requirements, which are in a supplemental student handbook for the specific program track. In the absence of a supplemental handbook, the requirements listed in the university catalog and this handbook is definitive. Supplemental handbooks must be in accordance with university, college, and program guidelines and may not run counter to explicit statements contained herein.

Sample program of study
A sample program of study below is to show that a full-time student should complete the program in three years. Students on fellowship have support for three years. However, we recognize that some students may take more than three years depending on their research interest and dissertation design.

Year 1
Fall, Semester 1 (9 SH)
IDS 7501 Issues in Research in Education (3 SH)
Track Specialization (6SH)
EDF 6401 if needed

Spring, Semester 2 (12 SH)
EDF 7403 Quantitative Foundations of Educational Research (3 SH)
Track Specialization (6-9 SH)

Summer, Semester 3 (9 SH)
EDF 7463 Analysis of Survey, Record, and Other Qualitative Data (3 SH)
Track Specialization (6 SH)

Year 2
Fall, Semester 4 (9 SH)
EDF 7475 Qualitative Research in Education (3SH)
IDS 7500 Research Seminar in Education (3 SH)
Track Specialization (3-6 SH)

Spring, Semester 5 (9 SH)
IDS 7938 Research Cluster Seminar or Research Method Elective (3 SH)
IDS 7500 Research Seminar in Education (3 SH)
Track Specialization (3-6 SH)

Summer, Semester 6 (9 SH)
IDS 7502 Case Studies in Educational Research Design (3 SH)
Additional Research Methods (3 SH)
Track Specialization (3 SH)
Year 3  
Fall, Semester 7 (12 SH-or variable)  
Students will complete the comprehensive exam in late spring or summer of year 2. Students will also develop their committees and hold their formal dissertation proposal meeting by the end of summer year two.

Spring, Semester 8 (12 SH-or variable)  
7980 Dissertation

Summer, Semester 9 (Hours if needed) students must be register for 3 semester hours in order to graduate during the semester in which they plan to graduate.  
7980 Dissertation

Filing the Program of Study

Students are required to file a plan of study that is developed with their adviser. The program of study consists of all required coursework, the expectation of course timeline, and the sequence of courses to take. The student, the student’s adviser, and the College of Education Ph.D. Program Coordinator sign the program of study. File the program of study during the first year of study in the Ph.D. program. While the program of study provides for a rudimentary guide for the student’s coursework at the university, alterations to the program of study is possible based upon the student’s performance in the program during the qualifying process or during yearly evaluations of the student’s progress, or during the comprehensive exam.

The adviser and the Ph.D. Program Coordinator for the College of Education approve all changes in the plan of study. In addition, the adviser, the Ph.D. Program Coordinator for the College of Education, and the Associate Dean for Graduate Studies and Research in the College of Education approve course substitutions.
CANDIDACY EXAMS

Some tracks require a qualifying exam or process completed during the first year of study.

Admission to Candidacy

Prior to filing for candidacy, the student must have completed all coursework (including I grades) in the plan of study with the exception of courses in which they are currently enrolled and expect to complete before beginning dissertation hours. A student not completing an incomplete grade within one calendar year will receive the grade of “F” for the course.

To enter candidacy for the Ph.D., students must have an overall 3.0 GPA on all graduate work included in the planned program of study and pass all comprehensive examinations. Students must also have successfully completed their comprehensive examination(s) and have the results reported to the Student Services office in the College of Education. Report candidacy exam results by completing the comprehensive exam report form found in Appendix A.

Examination Committee

The examination committee is composed of at least three members of the faculty in which the candidate is taking the majority of their coursework. The committee chair must be a faculty member who holds graduate faculty status and is a faculty member in the track in which the student is studying. The chair may be the student’s doctoral adviser or dissertation chair. In most cases, the dissertation advisory committee constitutes the comprehensive examination committee. It is the responsibility of the chair to assemble appropriate questions based on the student’s program of study. It is appropriate for the chair to develop questions with input from the other committee members.

Candidacy Examinations

Prepare to take comprehensive exams prior to admission to candidacy and in the last semester of course work. The purpose of the Candidacy/Comprehensive Examination is for the student to demonstrate a depth and breadth of knowledge in their field of study, including theory and research methodology. The student and major adviser schedule exams. Complete the Comprehensive Exam application in Appendix A. Submit completed forms to the Student Services office.

Ph.D. candidates complete two examinations:
8-hour written examination
3-hour oral examination

The oral examination will take place after the committee has had an opportunity to read the written examination. The oral examination will provide the student the opportunity to clarify and/or expand their responses to the written exam.

Students must be enrolled in the university during the semester an examination is taken. The exact format of the examination will be determined by the student’s committee and by faculty in that track.
A simple majority of the committee voting to pass the candidate is required for successful completion of the comprehensive exam.

In the judgment of the committee, if students are successful in only one part of the examination (written or oral) the committee may require the student to retake the portion of the exam for which they were unsuccessful within one semester of the exam date. If the committee deems that the student is unsuccessful in the second attempt, it will be considered that they have failed the exam and therefore must retake both parts of the exam no sooner than three months from the date of the original exam.

The examination committee will determine remediation subsequent to an unsuccessful exam. A remediation plan may include further coursework, independent study, and/or individual mentoring.

The student may retake the examination once at the recommendation of the examining committee. A student will be placed in a non-degree status upon failure to complete the exam successfully the second time.

**Dissertation Enrollment**

Students must continue to enroll in at least three semester hours of dissertation credit each semester after attaining candidacy status until the final defense of the dissertation has been successful. One credit enrollment is subject to the adviser approval and student’s financial aid status. International students may not enroll in less than three dissertation credits throughout the course of their program. Students are eligible for post-candidacy enrollment for a maximum of four years, subject to the seven-year time limitation.
DISSERTATION INFORMATION

Dissertation

Dissertations are required in all tracks of the Ph.D. program. College of Education candidates will follow the current APA (American Psychological Association) guidelines and guidelines of the UCF Dissertation and Thesis Handbook:  [www.students.graduate.ucf.edu](http://www.students.graduate.ucf.edu).

Selecting a Dissertation Chair

Select your dissertation chair in the latter part of your second year of study. You may have a particular faculty member in mind with whom you would like to work. A faculty member might request that you work with him or her. Your dissertation chair may or may not be the same person as your program adviser. Your dissertation chair should be a College of Education faculty member, graduate faculty member in the Rosen College of Hospitality (Hospitality Education track only), or faculty member in the College of Health and Public Affairs (Communication Sciences & Disorders track only) who is qualified to direct dissertations and is appropriate to your research topic. The dissertation adviser must be a graduate faculty member at the University of Central Florida. There are several reasons why your dissertation chair and program adviser may not be the same person:

1. Your program chair is not yet qualified to direct dissertations.
2. You and your program chair do not have the same research interests.
3. You and your program chair have personality differences, which would make working together on a dissertation a difficult task for both of you.
4. Your program adviser is unable to direct a dissertation because of current load and responsibilities.

The Doctoral Program Coordinator and the appropriate adviser approve committee members.

Selecting a Dissertation Committee

Once you have a dissertation chair, you will select a dissertation committee. Your dissertation committee will include a minimum of four faculty members, one of whom must be a faculty member from outside your program track. You can have a maximum of five members.

The selection of your committee members is a joint decision made by you and your dissertation chair. Select committee members because of their research interests and expertise related to your topic. You are responsible for contacting the individual faculty members to see if they are willing to serve on your committee. After you have their consent, file the Doctoral Committee/Candidacy Status form with the Student Services office. This form requires that you list the names of your committee members and get approval (initials indicating approval) of the department chair(s) for the faculty serving on your committee. The Doctoral Program Coordinator is the final approval of your dissertation committee.

Your topic choice drives the selection considerably, but so does your ability to work with
people. Consider whom you have worked with well in the past, what are the most important characteristics of an adviser/committee, and who you know that fits some or all of those characteristics.

Sometimes you have limited choices available for your committee. Flexibility is important in these scenarios. Interdisciplinary topics may require more committee members from more than one department or college.

Committee Member & Student Responsibilities

Once a faculty member agrees to serve on a dissertation committee, he/she provides appropriate feedback to the student on the proposal and on the dissertation. Committee members are expected to attend a minimum of two committee meetings: the proposal presentation and the final dissertation defense. The committee members provide their feedback about your progress either directly to you or through the dissertation adviser. Agree upon procedural functions at the proposal presentation.

The role of your chair/adviser is to:
Provide guidance.
Respond to work from the student within a reasonable time.
Be reasonably consistent in advice.
Protect the student from unreasonable demands.
Assist the student at those times when the voice of a faculty member advocate is necessary.
Aid the student in pursuing the thesis/dissertation project.

Your committee members may serve as experts in specific areas, such as methodology and/or the topic itself. You are the author of your thesis/dissertation, but your committee will guide you in shaping your argument and content. In this sense, a dissertation is a collaborative work that evolves through discussion over time.

Your responsibilities to the committee:
Perform tasks according to timeline.
Do what you say will be done when promised (or explain why it cannot be done).
Have integrity in research and writing.
Maintain consistent communication with your committee on a monthly basis.
Prepare documents for comments.
Follow a method of presentation that effectively uses the adviser’s and committee’s time.
Be reasonable in making demands on the time of the adviser and the committee.
Be open to suggestions and to advice, but also show initiative.

Dissertation Proposal

Your dissertation proposal is a document, which you will share with your committee, which explains what you want to do for your research, why you want to do it, and how you will do it. The proposal is not the first three chapters of your dissertation and should not be written with that thought in mind. The specific form of the proposal will vary at the discretion of the student and
adviser. The proposal will address the rational for the study, including statement of the problem, significance, research question, hypothesis, procedures, instrumentation, and data analysis. It is important to work closely with your dissertation adviser on specifies regarding your proposal. Please be advised that some of your dissertation proposal is written as part of your course work in IDS 7502. However, you must speak with your dissertation chair regarding proposal requirements specific to your track.

When you are ready to present your proposal to your committee, your adviser will work with you to find a time and place for your proposal presentation. Schedule a two-hour block of time for your presentation. You should assume the responsibility of finding a convenient time for your committee to meet. You can secure a room for the meeting by working with the Dean’s office.

Once your committee has approved your proposal and has signed the Dissertation Proposal Approval Form, you should deliver it and a copy of your proposal to the Student Services office. Contact the Advanced Graduate Coordinator at (407) 823-0036.

Institutional Review Board Proposal (IRB)

All dissertations that use research involving human subjects, including surveys, must obtain approval from the IRB. Prior to starting any research involving human subjects (including projects completed in IDS 7500, IDS 7938, or independent projects) you must have IRB approval. Failure to obtain proper approval could jeopardize your progress in the program. Visit the Office of Research at the University of Central Florida at www.research.ucf.edu and follow the Ethics & Compliance link for the online IRB Training Program.

Dissertation Registration

After admission to candidacy, you must continue to enroll in a minimum of three dissertation hours until graduation. Students may enroll in dissertation hours for a maximum of 4 years.

Students do not have access to enroll themselves in dissertation hours without permission. Please contact the Advanced Graduate Coordinator for access to enroll in dissertation hours each semester.

Dissertation Formatting

The Graduate Studies Thesis and Dissertation Manual describes UCF’s formatting requirements for dissertations and outlines the steps graduate students must follow to submit their dissertations to UCF Graduate Studies for binding. Graduate students can obtain the manual from http://www.students.graduate.ucf.edu/.

Additionally, the Thesis/Dissertation Editor maintains online workshops to inform graduate students about procedures, deadlines, and requirements associated with preparing a dissertation (http://www.students.graduate.ucf.edu/). Those students who have just passed Candidacy are strongly encouraged to visit the online workshop.
Doctoral students submit their dissertations electronically. Electronic thesis/dissertation (ETD) submissions are archived by the UCF library in digital format and will be more widely accessible. In addition, students will have the opportunity to use video and audio clips as well as other formats that may be appropriate for their field of study.

All dissertations that use research involving human subjects, including surveys, must obtain approval from an independent board, the Institutional Review Board (IRB), for this prior to starting the research. Graduate students and the faculty that supervise them are required to attend training on IRB policies, so this needs to start well in advance of the research start date. It is imperative that you follow proper procedures when using human subjects in research projects. The Office of Research provides information about this process at http://www.research.ucf.edu.

**Dissertation Defense**

A majority vote of the advisory committee constitutes a final dissertation approval. Further approval is required from the Dean or Dean Designee of the College of Education and the Dean or Dean Designee College of Graduate Studies before final acceptance of the dissertation in fulfilling degree requirements.

There are several steps within the defense procedure, and each one takes time. Schedule your final defense during the semester you intend to graduate. It is critical to plan each step so you will meet all deadlines, including filing the Intent to Graduate Form through your Student Center on myUCF. (See academic calendar for deadline for filing).

Once you have completed the writing of your dissertation and believe that it is in its final form, submit copies of it to each of the members of your committee and to the dissertation examiner. Work with your adviser/chair on a regular basis by submitting sections of your work as you write, getting feedback, and making revisions as you go. Your chair will want you to submit chapters on a regular basis to committee members for feedback as well.

Remember, faculty members who serve on your committee are very busy people. You must give them adequate time to read and react to your dissertation. The turnaround time of 10-14 days is minimal so plan accordingly.

When you are ready to defend your dissertation to your committee, you must take the responsibility for organizing the time of your defense. You will secure a room through the Dean’s Office in the College of Education. Schedule your final defense for a two-hour block of time and keep in mind university deadlines. The Executive Conference Room (ED 306) is reserved for final dissertation defenses.

Send notice of your defense 2 weeks prior to the meeting. Contact the Advanced Graduate Coordinator in the Student Services office for further details. You are responsible for knowing and honoring all deadlines related to the final dissertation defense including forms.

**Make sure you have your signature form in the approved format and present at the defense.**

It is not necessary for the candidate to provide refreshments for the dissertation defense. Work with
your adviser to submit your final dissertation to turnitin.com and complete the associated form that is required for graduation - the Thesis/Dissertation Attachment.

Note: Poor planning of the defense, revisions and format review of the dissertation will delay your graduation!

**Timelines**

There is a great deal of emphasis here on meeting deadlines - it is extremely important that you are not caught in a time bind which can prevent you from graduating. It is critical that the committee members have ample time to devote to reading your dissertation which you have spent so much of your time and effort producing. All of us want it to be a work that will reflect well on our collective academic efforts. If you have questions, check with the Ph.D. Program Coordinator.
Overview of Process

The process of writing a thesis or dissertation consists of pre-thesis or pre-dissertation activities (courses, readings, etc); selection and definition of a topic (30%); research and analysis (35%); writing, revising, editing, and proofreading (35%); and acceptance by your committee.

Selecting a Topic

Step 1

- Think about general areas that you are interested in.
- Try to move from these general areas to specific topics.
- Begin building a file of research ideas.

Step 2

- Review award-winning dissertations in your field or related fields.
- Review recent dissertations in your field at various universities.
- Ask your adviser or other faculty to recommend theses/dissertations for you to review.
- Remember to ask them why they think these projects are good examples for you.

Step 3

- Is there a need for research?
- Is the topic amenable to research methods?
- Can I finish it in a reasonable time?
- What possible outcomes of the research can I predict?
- Do I have the capabilities and interest to complete it?
- Does it offer room for professional development later?
- Does it make a contribution?
- Will the topic be acceptable to my adviser/committee?

Step 4

- Plan a search strategy for your selected topics(s). (See your adviser or librarian for help.)
- Define and redefine your topic(s) as completely as possible.
Preparing a Proposal

The proposal document varies by college and by department. In general, it includes:

- Problem, hypothesis, or question
- Importance of research (why it is worthy of research)
- Significant prior research
- Possible research approach or methodology
- Potential outcomes of research and importance of each.

Organizing a dissertation

The thesis/dissertation varies by college and by department. In general, it includes:

- Introduction
- Review of research/literature
- Research methodology
- Results
- Analysis of results & Summary and Implications


Budgeting your time

- Determine how many hours per day/week and the times of the day you are available to work on your dissertation.
- Determine where you will work and organize you work area(s). Decide how you will keep your records. Documentation/references are not an afterthought. Reliable citations = credibility. Review your past work and note areas in project management in which you can improve. Prepare an overview schedule for the dissertation. Try to plan for continuous progress, based on the hours/times you are available to work on your thesis/dissertation.
- Prepare a more detailed schedule for each major part of the dissertation.
- Decide whether to delegate any of the tasks (for example: editing, proofreading, word processing, copying, research, preparation of figures).
- Consider possible problems (lost work, unforeseen data, delays of reviews, faculty unavailable, family events, holidays, etc) and how you might avoid or remedy them. Ask your adviser to review your plan and provide suggestions.
- Evaluate your plan as you use it; revise it when necessary.

Questions/Problems
• Talk with your adviser about topic.
• Talk with your graduate coordinator regarding registering for hours/forms.
• Talk with other graduate students.
• Learn to adapt your work in the least time-consuming way.
• Accept that unavoidable delays occur, and revise your plan accordingly.

The College of Graduate Studies at UCF is the home of the Electronic Thesis and Dissertation (ETD) department that offers support to graduate students working on a thesis or dissertation. They review your dissertation manuscript to be certain it meets UCF formatting requirements and they assist you in submitting your final copy. [www.students.graduate.ucf.edu](http://www.students.graduate.ucf.edu)
GENERAL PROGRAM POLICIES

Continuous Attendance

Graduation policy allows students to fulfill degree requirements as listed in the UCF Graduate Catalog during the student's most recent period of continuous attendance. Students are expected to be continuously enrolled each semester, including summer terms. If for any reason a student cannot be continuously enrolled, they must request a break in their studies prior to such lapse. Failure to do so will jeopardize the student’s standing in the program. Students in candidacy must be continuously enrolled. Doctoral students working on the dissertation must be continuously enrolled in dissertation research every semester until successfully defended. Under these circumstances, students will lose the option of fulfilling degree requirements under earlier catalogs. To avoid problems associated with maintaining graduate status, doctoral students are encouraged to enroll each semester, including summers.

Time Limitation

A student has seven years from the date of admission to the doctoral program to complete the dissertation. If the seven-year limit is exceeded, the candidacy examinations as well as course work may need to be repeated.

Residency Requirement

Each student shall complete at least two contiguous resident semesters in full-time graduate student status during the first two semesters of study. Fall of the first semester must include IDS 7501. It is highly recommended that students maintain full-time study for the duration of their degree program. "Full-time" for doctoral programs in Education is defined as being enrolled for a minimum of nine hours per semester, and a minimum of six hours in the summer. More importantly, research indicates that students who immerse themselves in full time study with faculty tend to be more successful in completing their graduate training and experience greater success in their faculty positions. Some tracks require full time study for the duration of the degree.
DEGREE REQUIREMENTS

Prerequisites

Master's degree in education, or related field, with an emphasis related to one of the 11 tracks in the Ph.D. program:

Transfer Credit

The number of transfer credit hours applied to the course requirements for a doctoral degree may not exceed nine semester hours. Transfer credit may include only graduate hours awarded by an accredited institution toward a master's degree or post-master's degree work. The transfer credit allowed will be determined on a case-by-case basis by the graduate adviser and the Doctoral Program Coordinator. Post-master's degree credit taken at UCF prior to admission as a post-baccalaureate student is treated the same as transfer credit in determining number of hours that can be brought into the doctoral program.

GPA in Program of Study

A graduate student’s GPA is calculated by all courses taken in the graduate program. A minimum 3.0 GPA is required to maintain graduate student status and qualify for graduation.

In any term where the GPA drops below a 3.0, the student is placed on academic probation for a maximum of 9 semester hours. If the student has not attained an overall graduate GPA of 3.0 in the program of study at the end of the 9 semester hours, they will be reverted to non-degree status.

Individual tracks may have specific requirements with regard to academic status within the track. Please see your adviser for more information regarding your specific track.

No graduate level courses with a grade of “D” or lower are acceptable in a program of study. In addition, no 4000-level courses or transfer courses with a grade of “C” or lower are acceptable in the program of study. Students cannot alter their program of study due to poor academic performance.

Graduate students whose overall GPA falls below 3.0 will be dismissed from their program.

Maximum Hours of Unsatisfactory Grades

A student may earn a maximum of 6 semester hours of “C” grades in the program of study. The final program of study may not contain unresolved “I” (incomplete) grades. A student can repeat a course to provide a better grade; however, there is no forgiveness policy on graduate grades. Both grades are included in the GPA in the program of study. Exceeding 6 semester hours of
unsatisfactory (more than 6 semester hours of “C” or unresolved “I”) grades is reason for program dismissal.

Some tracks may have qualifying courses in which a grade of “C” is unsatisfactory for continuation in the Ph.D. in Education. In such instances, the student will be reverted to non-degree status.

**Review of Performance**

The primary responsibility for monitoring performance standards rests with the degree program. However, the college and university may monitor a student’s progress and may revert any student to non-degree status if performance standards as specified above are not maintained. Satisfactory academic progress in a program also involves maintaining the standards of academic and professional integrity expected in a particular discipline or program. Failure to maintain these standards may result in termination of the student from the program.

A degree program may revert any graduate student to non-degree status at any time when, in its judgment, the individual is deemed incapable of successfully performing at required standards of excellence. If a student is reverted to non-degree status, reinstatement to graduate student status can occur only through a formal appeal process.

**Appeals Process**

When unusual situations arise, a petition is required for exceptions to policy. Requests are made in writing for consideration of exceptions to procedures or rules established within the tracks. Use a petition for this request. The Ph.D. program coordinator presents a recommendation on the petition to the college admission and retention committee to examine the necessary information. If the exception is solely to a Ph.D. in Education or track policy or rule, the petition is resolved internally in the college. If the petition concerns a university policy, it is forwarded to the College of Graduate Studies for final review and recommendation. Should the student wish to appeal the decision of the college or of Graduate Studies, the student may request in writing to the appropriate committee. The Graduate Appeals Committee is the final authority on petitions.
FINANCIAL SUPPORT

Graduate education is an important investment for both the student and the community. Graduate education enables students to enter new career fields with more choices as to their work assignments. It provides enrichment and a deeper understanding of a chosen field. Educated employees improve the quality of life in the State of Florida. The cost of this investment is very reasonable. A student's basic expenses at the university will be for tuition, course-related fees, textbooks, other instructional supplies, room and board, and miscellaneous items.

Types of Funding

The university provides assistantship, fellowship and tuition support to select graduate students who qualify. Detailed information about funding can be found in the Graduate Catalog, but this section will cover the basics of what you need to know.

In order to obtain funding it is imperative that you talk with the program director of the program that you are in or applying to about the possibility of support.

The types of financial support are:

- Student loan
- Assistantship stipend
- Fellowship stipend
- Tuition remission
- Health insurance

Students with qualifying assistantships or university-wide fellowships will receive financial packages that include an assistantship or fellowship stipend, tuition remission, and health insurance. Tuition waivers accompany qualifying fellowships. Qualifying assistantships include single appointments of at least .50 FTE (20 hours per week) or two appointments of at least .25 FTE (10 hours per week). Tuition remission is in the form of either tuition waivers or tuition payments that cover in-state (resident) tuition. Nonresident students with financial packages are not charged out-of-state tuition or the nonresident financial aid fee.

Funding Requirements

Graduate students must meet certain requirements each term that they receive fellowships or assistantships. In brief, to receive and maintain these types of funding packages, a student must:

- Maintain good academic standing
- Be enrolled full time
Fellowships

Incoming degree-seeking top-ranking graduate students who plan to enroll full time are best candidates for fellowship nominations. For a listing of merit-based fellowships offered through the UCF College of Graduate Studies, see Fellowships on the Graduate Admissions website.

A list of funding opportunities for underrepresented students is included on the Diversity page.

Current graduate students may look for fellowship (or scholarship) funding from external agencies or organizations. Review Seeking Fellowships for guidance.

If you have a university fellowship, be sure you visit the UCF Fellowship Students page, where you will find helpful information about your fellowship package.

Travel Support

The College of Graduate Studies provides travel fellowships for students to present their research or comparable creative activity at a professional meeting or conference. The Student Government Association also funds individual and group travel requests. Meet with your Student Senate representative

Assistantships

Graduate assistantship appointments offer opportunities for students to engage in research, teaching, and other projects during their graduate study. These paid appointments promote the missions of the university. Degree seeking, full time graduate students are eligible for assistantship appointments.

Graduate Teaching

Graduate students appointed as graduate teaching assistants (GTAs), are responsible for carrying out the duties of classroom teachers, co-teachers or classroom assistants, graders, lab assistants, or other roles directly related to classroom instruction for credit-earning courses. Mandatory training is required for students hired in the position of Graduate Teaching Associate, Assistant, or Grader. The training, offered by the UCF Faculty Center for Teaching and Learning, covers course design, learning theories, ethics, and other topics relevant to preparing GTAs for their responsibilities.

Students who are from countries where English is not the native language will have their English-speaking skills evaluated as part of the GTA Training. Students who have completed a degree from a regionally accredited U.S. college or university, a country where English is the only official language, or from a university at which English is the only official language of instruction are exempt from further evaluation. Another exemption may be receiving a score of 28 or higher on the SPEAK Test.
Graduate Teaching Assistants undergo evaluations each semester with their supervisor. These assessments are intended to facilitate and document the mentoring of graduate student teachers, promoting a review and discussion of the strengths and weaknesses in the student’s performance in preparation for future employment.

**International Students**

For more information about the types of employment available to international students, and the requirements and restrictions based on visa type, see the International Services Center’s website: [www.intl.ucf.edu > Students > Employment](http://www.intl.ucf.edu > Students > Employment).

**Vacation and Leave Expectations**

Expectations concerning vacations, days off and leave vary greatly depending upon the assistantship type and the details of the individual circumstances. Please speak to your supervisor at the beginning of your appointment to clarify these expectations.

**Assistantship/Fellowship Procedures**

Graduate students supported by assistantships must see their program coordinator to fill out their employment contract form. If tuition waivers are included, then they must also fill out a Graduate Tuition Fee Waiver Request Form with their program coordinator before the new semester begins.

Students interested in financial support through Education fellowship programs must have complete applications on file by the December 20 priority deadline. Fellowship awards are granted through nomination of your program and are based on outstanding academic merit. Graduate assistantships may be granted for those who apply by February 20 for the following academic year.

Students hired as graduate teaching assistants must complete the University of Central Florida’s graduate assistants training program and the Legal Module prior to assuming the role of Graduate Teaching Assistant. For Ph. D. students entering in the fall semester, there is a training program that takes place the week before classes begin. International students, for which English is a second language, must demonstrate proficiency through examination administered through the Graduate Office.

**Rules that govern the use of tuition waiver monies for graduate students are:**

- Graduate students must be full-time students (defined above) and in good standing with a graduate GPA of 3.0 or higher. The student must be enrolled in classes full-time for the term in which they receive the waiver and employed as a graduate teaching or research assistant for at least 10 hours/week (0.25 FTE) on average, or receiving a fellowship in the amount of $3250 or higher for the academic year.
• If more than one academic unit employs a student who creates the waiver, the waiver money generated by the student is credited to both units proportional to the contribution of the student stipend.

• The units of those students on fellowships will receive credit for the waiver generated by the fellowship student.

• Fee waiver money is to be allocated to the colleges and institutes, rather than administrative offices such as Academic Affairs, Student Development and Enrollment Services, etc. Graduate students who work in these offices should request tuition waiver support from the Office of Graduate Studies (MH 230).

• If a student drops a course for which a fee waiver has been received but remains full-time, the waiver money received for the class must be returned to the University. Holds on student records will prevent students from registering for classes, receiving transcripts, or receiving grade reports until the money is returned.

• If a student drops a course for which a fee waiver has been received and becomes part-time as a result, all waiver money must be returned to the University. Any such funds will be reallocated to the unit from which they originated. Holds on student records will prevent students from registering for classes, receiving transcripts, or receiving grade reports until the money is returned. (In extreme cases, a student may petition for an exception to this.)

• If a graduate student assistant is dismissed or resigns at any point during the semester, tuition waiver funds received by the student must be returned to the University.

• Waiver money is only provided for courses taken as necessary for progress toward a student’s graduate degree.

• Waiver money is limited to 9 terms for master’s students, 12 terms for doctoral students beyond the master’s degree, or 21 terms for doctoral students without a master’s degree.

Student Loans

Graduate students are eligible to apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) from the Office of Student Financial Assistance (MH 120). Applications received before March 1 are considered for a Perkins Loan or Federal Work Study. Qualified graduate students are eligible for the Federal Stafford Loan, the Perkins Loan, and the Federal Work Study Program. Short-term loans are also available for graduate students. In order to be eligible for a Federal Stafford Loan, graduate students must be degree seeking, enrolled at least half-time at UCF, and maintain academic progress. The maximum subsidized loan amount for graduate students is $8,500. An Entrance Interview is required of first-time borrowers at UCF.
To obtain a loan, students must not be in default on any educational loan or owe repayment on a grant at this or any other institution. If you are a student transferring to UCF after the Fall term (Spring or Summer), you must provide the UCF Office of Student Financial Assistance with a financial aid transcript from the school attended during the previous term(s), either Fall and/or Spring. Only U.S. citizens or eligible non-citizens (e.g., resident aliens) are eligible for Stafford Loans. In order to be eligible for Perkins Loans, students must be enrolled at least half-time at UCF.

Short-term loans are available to cover books and supplies, or for unexpected emergencies. This loan is not for tuition and fees. These funds are normally available within 3-4 working days after application processing once classes have begun. Students may request up to $600; more may be obtained for graduate students only under special conditions that generally are recommended by Graduate Studies.

Non-degree-seeking students are not eligible for student loans. However, “5B” students are eligible. “5B” students are non-degree students who are seeking first-time teacher certification in the College of Education.

Students are encouraged to refer to the following website for additional financial aid information: http://wwwgraduate.ucf.edu/sitemap/index.cfm?RsrcID=55&SubCatID=143

Additional Financial Resources

http://wwwgraduate.ucf.edu/catalog/ > Financial Information
http://finaid.ucf.edu/
http://wwwintl.ucf.edu/ > Employment and Taxation
OTHER UNIVERSITY INFORMATION

PID & NID

Each active student is assigned a unique Personal Identification (PID) that serves as your “access code” to your myUCF and Student Center. You can find all pertinent personal UCF information including your course schedule, holds, financial information, registration times, degree audit, and advisor contacts.

Your Network ID (NID) is the key to accessing several central computing systems on campus. Your NID is the same for each system but the passwords for each system may be different.

Schedule of Classes

Available on-line at https://my.ucf.edu. Find the class schedule by logging in to your Student Center or look for the class schedule search link under the Helpful Resources box on the myUCF homepage.

Registration

Students must register for courses through their Student Center by logging into the myUCF homepage. If you need assistance with registration in a course that is closed or requires special permission, please contact the instructor of the course or the Student Services office at (407) 823-3723.

Registration is by appointment time each semester. You may register any time after your assigned appointment time. To find your appointment time, log in to your Student Center through your myUCF and look for the Enrollment Appointment box on the right side of the page.

Holds

Holds placed on students’ records for transcripts, grades, or registration because of financial or other obligations to the university. To obtain a release on financial holds, payment must be made online through your Student Center or at the Cashier’s Office in Millican Hall (MH 111).

To release any other holds, please refer to the holds area of your Student Center on your MyUCF account for further details.

Fee Payments

All graduate students must pay their tuition and fees by the date specified on the academic calendar. It is important to do this as students will be dropped for non-payment from courses after this time. If a department or college has not recorded tuition waivers by then, students must pay all tuition and fees. If a department or college has waived partial tuition and it is recorded, then
students must pay the remainder of the tuition owed and all of the fees by the end of add/drop. It is important for graduate students to register early to provide the department or college enough time to record tuition waivers.

**Student Records**

Student records submitted to the university become the property of the university and cannot be returned to the student or released to a third party. Copies of student records can be released if a written request signed by the student is received by Graduate Studies (MH 230).

**Withdrawals**

Students may withdraw from courses after the end of add/drop. The withdrawal time period begins the first business day after add/drop through the date specified in the UCF academic calendar as the deadline for withdrawals. This date is normally the midpoint of the semester. Students wishing to withdraw from a class may do so via their Student Center on their MyUCF account.

**Knights E-mail Accounts**

https://www.secure.net.ucf.edu/knightsmail/
Helpdesk: (407) 823-5117

Students have access to a free email account. Knight’s email is UCF’s campus-wide email server. Knight’s mail is the official way of communication at UCF. For help with log in or password information, please call the help desk.

**Student Health Center**

http://www.hs.sdes.ucf.edu/home.html
Phone: (407) 823-3707

In order for a student to register, the State University System of Florida requires that all students born AFTER 1956 to present documented proof of immunity to measles (rubella). All students UNDER the age of 40 must present documented proof of immunity to rubella (German measles). All students (REGARDLESS OF AGE) must submit a signed medical history form.

Please refer to the immunization form for specific details of requirements and acceptable documentation. If you have questions, contact the Immunization Coordinator, Student Health Services.

**UCF Card**

https://ucfcard.ucf.edu/index.html
Phone: (407) 823-2100
While you are a student, you will need your official UCF student ID. The UCF Card Office is where all UCF ID Cards are made. The UCF Card is used as an ID card, library card, an ATM card, and a smart-chip cash card. The Card office is located in the John T. Washington center, directly across from the UCF Bookstore.

Parking

http://www.parking.ucf.edu/
Phone: (407) 823-5812

All vehicles parked on campus, including evening students’ vehicles must be registered with the Parking Services Office and display the appropriate permit or decal. Decals can be purchased at: www.parking.ucf.edu/
Parking Services offers assistance to motorists, including battery jump-starts and unlocking car doors. Office hours are 7:30 a.m. to 6 p.m. Monday -Thursday and 7:30 a.m. - 5 p.m. on Friday. Visit Parking Services on-line at www.parking.ucf.edu/

Visitor Information Center

http://vic.ucf.edu/
Phone: (407) 823-2429

To park on campus without a permit, purchase a daily permit at the Visitor Information Center (VIC) across from the Administration Building or from any of pay-and-display machines on campus. Daily permits are valid only in student lots. The VIC is open 7 a.m. to 8 p.m. Monday - Friday, and 7:30 a.m. to 4 p.m. Saturday.

Academic Records

Under the provisions of the Federal Educational Rights and Privacy Act of 1974 (FERPA), you have the right to withhold the release of the following items designated by UCF as “Directory Information”

- Name
- Current mailing address
- Telephone number
- Date of birth
- Major field of study
- Dates of attendance
- Enrollment status
- Degrees and awards received
- participation in officially recognized activities and sports
- Athletes’; height and weight

Unless otherwise indicated, these information items may be released at the discretion of the University.
The University will honor your request to withhold “Directory Information” until such time as you request that your order to withhold “Directory Information” be rescinded. Until such rescindment is affected, the University will continue to withhold such information, even after your enrollment has terminated.

The Student Services office coordinates graduation certification for College of Education graduate students, processes record petitions/appeals of graduate requirements and policies, processes change of grade requests, and serves as the point of contact for students, faculty, staff, and the public regarding graduate studies in the College of Education at UCF. www.education.ucf.edu

Personal and Professional Development Opportunities

Frequently, opportunities are available for informal learning throughout campus. Various speakers visit campus yearly and it is hoped that you take advantage of this academically rich environment. There are a number of centers, institutes, and campus-wide offices that offer regular activities and resources that can expand your personal or professional development. The following is a partial list of some of these that you may wish to investigate further for your enrichment:

- Professoriate Program, sponsored by Faculty Center for Teaching and Learning
- GTA Certificate Program, sponsored by Faculty Center for Teaching and Learning
- Career Services and Experiential Learning
- Graduate Student Association Seminar Series
- Graduate Research forum, sponsored by the College of Graduate Studies
- Facilitate summer internships for graduate students and inform students of such opportunities
- Toni Jennings
- Chi Sigma Iota
Dear Ph.D. Student,

The faculty and staff of the Education PhD program in the College of Education are pleased that you have chosen to continue your doctoral studies with the community of scholars at the University of Central Florida.

We are proud that the graduates from our program often pursue career opportunities at top performing colleges and universities across the United States and around the world. We look forward to working with you and strive to meet your academic goals and needs as you move through your program with us.

Welcome to the University of Central Florida!

E.H. “Mike” Robinson, Ph.D.
Coordinator of Doctoral Programs
College of Education
Appendix A:
Education PhD Programs of Study
MAJOR Communication Sciences and Disorders  CODE  DEGREE Ph.D.

INITIAL ___  REVISION___  FINAL ___  (w/grades for cert)  Entry date:_____

STUDENTS NAME: _____________________  PID _____________________

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<th>Sem/yr (ex. F91)</th>
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Area II. EDUCATION CORE (24 hrs)
IDS 7501 Issues and Research in Education  ____ 3 _____  ____ ____
IDS 7502 Case Studies in Educational Res.  ____ 3 _____  ____ ____
EDF 7463 Analysis of Survey  ____ 3 _____  ____ ____
EDF 7403 Quant. Fen. of Ed. Res.  ____ 3 _____  ____ ____
EDF 7475 Qual. Res. in Ed.  ____ 3 _____  ____ ____
IDS 7500 Research Seminar in Education  ____ 6 _____  ____ ____
IDS 7938 or Research Methods Elective  ____ 3 _____  ____ ____

Additional Courses  ____ ___  ____ ____
Additional Courses  ____ ___  ____ ____

Area II Total____

Area III. SPECIALIZATION (21 min hrs)

A. Required Courses
SPA 6843 Severe Lang Dis in Read and Write  ____ 3 _____  ____ ____
SPA 7490 Adv Stud in Lang Disorders  ____ 3 _____  ____ ____
SPA 7493 Adv Stud in School Speech Lang  ____ 3 _____  ____ ____
SPA 7494 Sem Spoke and Writ Lang Dis  ____ 3 _____  ____ ____
SPA 7495 Sem II Spoke and Writ Lang Dis  ____ 3 _____  ____ ____
IDS XXXX Prof Collaboration Lang Issues  ____ 3 _____  ____ ____
Advanced coursework Reading  ____ 3 _____  ____ ____
Advanced coursework Ex Ed  ____ ___  ____ ____
Advanced coursework TESOL  ____ ___  ____ ____
Internship  ____ 6 _____  ____ ____
Area III Total______

Area IV. DISSERTATION (24 min hrs)
SPA 7980 Dissertation                ________  ________  ________  ________  ________
SPA 7980 Dissertation                ________  ________  ________  ________  ________
SPA 7980 Dissertation                ________  ________  ________  ________  ________
Additional Courses                   ________  ________  ________  ________  ________
Additional Courses                   ________  ________  ________  ________  ________
Additional Courses                   ________  ________  ________  ________  ________

Area IV Total______

Total Hours  __________

___________________________________________________________________________
Student Signature              Date     Doctoral Program Coordinator/Dept.  Date
___________________________________________________________________________
Adviser                        Date     Acknowledgement by OGS              Date

All transfer hours from Masters degree, post-baccalaureate, and graduate work from other universities (total not to exceed 30 hours) must be listed.

+Indicators provided as follows:
   M = Masters degree courses/post masters
   B = Post-baccalaureate courses
   T = Transferred from another university
University of Central Florida  
College of Education  
Education PhD Program of Study

MAJOR COUNSELOR EDUCATION  
CODE _____ DEGREE Ph.D.

This GS-4 is a(n): INITIAL ___ REVISION___ FINAL ___ (w/grades for cert) Entry date:_____

STUDENTS NAME: ____________________________ PID____________________________________

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Area IV. DISSERTATION (24 min hrs)

MHS 7980 Dissertation

MHS 7980 Dissertation

MHS 7980 Dissertation

Additional Courses

Additional Courses

Additional Courses

Area IV Total

Total Hours

Student Signature Date

Doctoral Program Coordinator/Dept. Date

Adviser Date

Acknowledgement by OGS Date

All transfer hours from Masters degree, post-baccalaureate, and graduate work from other universities (total not to exceed 30 hours) must be listed.

+Indicators provided as follows:
  M = Masters degree courses/post masters
  B = Post-baccalaureate courses
  T = Transferred from another university
Plan of Study*  MAJOR  **Elementary Education**  CODE _____  DEGREE **Ph.D.**

INITIAL ____ REVISION ____ FINAL ____ (w/grades for cert)  Entry date:_____

STUDENTS NAME: ___________________________  PID _______________________

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Area I Total_____

Area II. EDUCATION CORE (24 hrs)
- IDS 7501 Issues and Research in Education   3
- IDS 7502 Case Studies in Educational Res.   3
- EDF 7463 Analysis of Survey                3
- EDF 7403 Quant. Fen. of Ed. Res.            3
- EDF 7475 Qual. Res. in Ed.                 3
- IDS 7500 Research Seminar in Education     6
- IDS 7938 or Research Methods Elective      3

Additional Courses                      3

Area II Total_____

Area III. SPECIALIZATION (21min hrs)

**Required Courses**
- Philosophical Fnd. for studies in Ed.      3
- Writing for Prof. Pub. In Ed.              3
- Elementary Education Intern.              6
- Additional Courses                         
- Additional Courses                         
- Additional Courses                         
- Additional Courses                         

Four additional courses (12 SH) in one or more areas including: Science Education, Literacy Education,. Technology Education, or Arts Education with one course from outside the college in a related field of study.

Area III Total_____)
Area IV. DISSERTATION (24 min hrs)

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Area IV Total

Total Hours

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Student Signature                      Date                      Doctoral Program coordinator/Dept. Date

_______________________________________  ____________________________
Adviser                      Date                      Acknowledgement by OGS Date

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### Exceptional Education

**MAJOR** Exceptional Education  **CODE** ____  **DEGREE** Ph.D.

INITIAL ____  REVISION____  FINAL ____  (w/grades for cert)  Entry date:______

**STUDENTS NAME:** ___________________________  **PID** _______________________

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*Please refer to the University of Central Florida College of Education Education PhD Program of Study for full course details.*
Exceptional Education Page 2 of 2

Area IV. DISSERTATION (24 min hrs)

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**University of Central Florida**  
**College of Education**  
**Education PhD Program of Study**

**MAJOR** Higher Education  
**CODE**  
**DEGREE** Ph.D.

INITIAL ___ REVISION___ FINAL ___ (w/grades for cert)  
Entry date:______

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__________________  
Prefix  
Number  
Course Title  
**Sem**  
**IND+**  
**Sem/yr**  
**Hrs**  
**Grd**  
**Institution***  

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Area IV Total______

Total Hours  ________

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University of Central Florida  
College of Education  
Education PhD Program of Study

MAJOR  **Hospitality Education**  
CODE  
DEGREE **Ph.D.**  

INITIAL  ____  REVISION  ____  FINAL  ____  (w/grades for cert)  
Entry date:______

STUDENTS NAME: ___________________________  
PID  ___________________________

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Area III SPECIALIZATION (21 min hrs)

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Area IV. DISSERTATION (24 min hrs)

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Area IV Total______

Total Hours ________

Student Signature ___________ Date ___________ Doctoral Program Coordinator/Dept. ___________ Date ___________

Adviser ___________ Date ___________ Acknowledgement by CGS ___________ Date ___________

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## University of Central Florida
### College of Education
#### Education PhD Program of Study

**MAJOR** Instructional Technology  **CODE** ___  **DEGREE** Ph.D.

INITIAL ___  REVISION___  FINAL ___ (w/grades for cert)  Entry date:______

**STUDENTS NAME:** ___________________________  **PID** _______________________

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### Area I. PREREQUISITES

| _________ | ____ | ____ | ____ | _____ | _____ |
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**Area I Total_____**

### Area II. EDUCATION CORE (24 hrs)

- IDS 7501 Issues and Research in Education  ___  3  ____  ____  ____  ____  ____  ____
- IDS 7502 Case Studies in Educational Res.  ___  3  ____  ____  ____  ____  ____  ____
- EDF 7463 Analysis of Survey  ___  3  ____  ____  ____  ____  ____  ____
- EDF 7475 Qual. Res. in Ed.  ___  3  ____  ____  ____  ____  ____  ____
- IDS 7500 Research Seminar in Education  ___  6  ____  ____  ____  ____  ____  ____
- IDS 7938 or Research Methods Elective  ___  ____  ____  ____  ____  ____  ____  ____

**Additional Courses**

| _________ | ____ | ____ | ____ | _____ | _____ |
| _________ | ____ | ____ | ____ | _____ | _____ |

**Area II Total_____**

### Area III. SPECIALIZATION (XX min hrs)

- Cognate or Elective; Approved by Adviser  ___  3  ____  ____  ____  ____
- IDS 6504 Theories of Adult Learning  ___  3  ____  ____  ____  ____
- IDS 6503 International Issues in Tech.  ___  3  ____  ____  ____  ____
- EME 7942 Instructional Tech. Internship  ___  3  ____  ____  ____  ____
- EME 7634 Advanced Inst. Sys. Design  ___  3  ____  ____  ____  ____
- IDS 7XXX Res. Sem. in Inst. Tech.  ___  6  ____  ____  ____  ____

**Additional Courses**

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**Area III Total_____**


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Area IV Total

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Area II Total____

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Area III Total____
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### University of Central Florida
College of Education
Education PhD Program of Study

**MAJOR**  Reading Education  **CODE**   **DEGREE**  Ph.D.

**INITIAL**   **REVISION**   **FINAL**  (w/grades for cert)  **Entry date:**

**STUDENTS NAME:**  ______________________  **PID**  ______________________

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**Area II Total_____**

**Area III. SPECIALIZATION (21 min hrs)**

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**Area III Total_____**

Reading Education Page 2 of 2
Area IV. DISSERTATION (24 min hrs)

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Area IV Total

Total Hours

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<th>Program Coordinator/Dept.</th>
<th>Date</th>
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Adviser

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<th>Date</th>
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All transfer hours from Masters degree, post-baccalaureate, and graduate work from other universities (total not to exceed 30 hours) must be listed.

+Indicators provided as follows:
- M = Masters degree courses/post masters
- B = Post-baccalaureate courses
- T = Transferred from another university
University of Central Florida  
College of Education  
Education PhD Program of Study

MAJOR Science Education  
CODE ______  
DEGREE Ph.D.

INITIAL __ REVISION____  FINAL ___  (w/grades for cert)  Entry date:_____

STUDENTS NAME: _____________________________  PID_________________________

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Area I Total_____

Area II. EDUCATION CORE (24 hrs)
IDS 7501 Issues and Research in Education | --- | 3 | --- | --- | --- |
IDS 7502 Case Studies in Educational Res. | --- | 3 | --- | --- | --- |
EDF 7463 Analysis of Survey | --- | 3 | --- | --- | --- |
EDF 7403 Quant. Fen. of Ed. Res. | --- | 3 | --- | --- | --- |
EDF 7475 Qual. Res. in Ed. | --- | 3 | --- | --- | --- |
IDS 7500 Research Seminar in Education | --- | 6 | --- | --- | --- |
IDS 7938 or Research Methods Elective | --- | --- | --- | --- | --- |
Additional Courses | --- | --- | --- | --- | --- |

Area II Total_____

Area III. SPECIALIZATION (21min hrs)

B. Required Courses
SCE 7746 Teaching Theory and Research | --- | 3 | --- | --- | --- |
SCE 7145 Design of Science Curriculum | --- | 3 | --- | --- | --- |
SCE 7539 Assessment Science Teaching | --- | 3 | --- | --- | --- |
SCE 7864 Science, Technology and Society | --- | 3 | --- | --- | --- |
SCE 7935 Special Seminar Profession | --- | 3 | --- | --- | --- |
SCE 7146 Prof. Issues in Science Education | --- | 3 | --- | --- | --- |
SCE 7942 Internship in Science Education | --- | 6 | --- | --- | --- |
Additional Elective | --- | 3 | --- | --- | --- |

Area III Total_____
### Area IV. DISSENYATION (24 min hrs)

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_______________________________________
Student Signature                Date

_______________________________________
Doctoral Program Coordinator/Dept. Date

_______________________________________
Adviser                        Date

Acknowledgement by CGS        Date

All transfer hours from Masters degree, post-baccalaureate, and graduate work from other universities must be listed.

**+Indicators provided as follows:**
- **M** = Masters degree courses/post masters
- **B** = Post-baccalaureate courses
- **T** = Transferred from another university
# University of Central Florida
## College of Education
### Education PhD Program of Study

**MAJOR** Social Science Education 
**CODE** 
**DEGREE** Ph.D.

INITIAL ___ REVISION___ FINAL ___ (w/grades for cert) Entry date:______

**STUDENTS NAME:** ___________________________________  
**PID** ___________________________________

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**Area I Total_____**

**Area II. EDUCATION CORE (24 hrs)**
IDS 7501 Issues and Research in Education  
IDS 7502 Case Studies in Educational Res.  
EDF 7463 Analysis of Survey  
EDF 7475 Qual. Res. in Ed.  
IDS 7500 Research Seminar in Education  
IDS 7938 or Research Methods Elective  

**Area II Total_____**

**Area III. SPECIALIZATION (21 min hrs)**
SSE 7740 History Social Studies Ed  
SSE 7796 Research in Social Science Ed  
SSE 7797 Content and Program Analysis  
SSE 6387 Teaching with Film  
SSE 6388 Digital History in K-12  
Elective  
SSE 7947 Internship  
Additional Courses  
Additional Courses  

**Area III Total_____**
Area IV. DISSERTATION (24 min hrs)

SSE 7980 Dissertation ____________
SSE 7980 Dissertation ____________
SSE 7980 Dissertation ____________

Area IV Total ____________

Total Program Hours ____________

_______________________________________  _____________________________
Student Signature Date Doctoral Program Coordinator/Dept. Date

_______________________________________  _____________________________
Adviser Date Acknowledgement by CGS Date

All transfer hours from Masters degree, post-baccalaureate, and graduate work from other universities must be listed.

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|-------------------------------|------------------|------------------|------------------|------------------|
| IDS 7501  Issues and Research in Education |            | 3                |              |       |
| IDS 7502  Case Studies in Educational Res. |        | 3                |              |       |
| EDF 7463 Analysis of Survey |       | 3                |              |       |
| EDF 7403 Quant. Fen. of Ed. Res. |       | 3                |              |       |
| EDF 7475 Qual. Res. in Ed. |       | 3                |              |       |
| IDS 7500  Research Seminar in Education |         | 6                |              |       |
| IDS 7938 or Research Methods Elective |      |                  |              |       |

Area II Total_____

| Area III. SPECIALIZATION (21 min hrs) | |
|--------------------------------------|------------------|------------------|------------------|------------------|
| TSL 6643 Diachronic Analysis of Second Language Acquisition Processes |            | 3                |              |       |
| TSL 6379 Second Language Literacy |        | 3                |              |       |
| TSL 6600 Second Language Vocabulary Acquisition |       | 3                |              |       |
| TSL 6252 Sociolinguistics for ESOL* |       | 3                |              |       |
| IDS 7657 Professional Collaboration Around Language Issues |         | 3                |              |       |
| TSL 6XXX Special Topics (3-9 hrs) |       |                  |              |       |

__________________________________________ | ______________ | ______________ | ______________ | ______________ |
TSL 7948 Doctoral Internship in TESOL (3-6 hrs)
TSL 7948 __________________________  ____  ____  ____  ____  ____  ____
TSL 7948 __________________________  ____  ____  ____  ____  ____  ____
Additional Courses___________________________  ____  ____  ____  ____  ____  ____
Additional Courses___________________________  ____  ____  ____  ____  ____  ____

*If taken during master’s degree, substitute an additional cognate or TSL special topics course.

Area III Total________

Area IV. COGNATE (9 min hrs)

Cognate Area:___________________________________________________

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Area IV Total________

Area V. DISSERTATION (24 min hrs)

EEX 7980 Dissertation __________
EEX 7980 Dissertation __________
EEX 7980 Dissertation __________

Area V Total________

Student Signature __________________________ Date __________

Doctoral Program coordinator/Dept. Date __________

Adviser __________________________ Date __________

Acknowledgement by CGS __________

Date __________

All transfer hours from Masters degree, post-baccalaureate, and graduate work from other universities must be listed.

+Indicators provided as follows:

M = Masters degree courses/post masters
B = Post-baccalaureate courses
T = Transferred from another university
Appendix B:
Required Program Forms
Comprehensive Examination Committee Form
College of Education • Education PhD

Name _______________________________________________

PID ___________________ College of Education Code _02_

Track ____________________________

This student is hereby certified as having passed both the written and oral comprehensive examinations and pending successful submission of an approved prospectus to the dissertation committee is eligible for admission to candidacy.

Signatures of Examination Committee

Chair ________________________________

Member ______________________________

Member ______________________________

Member ______________________________

Member ______________________________

_____________________________ Date______________________
Student Signature

_____________________________ Date______________________
PhD Program Coordinator

University of Central Florida       Ph.D. in Education       College of Education
Doctoral Committee/Candidacy Status Form

Use this form for approval to begin dissertation hours, committee appointments and/or revisions. Find this form on the College of Graduate Studies website at the following link:

http://www.admin.graduate.ucf.edu/formsnfiles/Openfile.cfm?ID=259
Graduate Faculty Nomination Form

For nomination of your committee member(s) who are not approved graduate faculty with the University of Central Florida. Please include the nominee’s current curriculum vitae. Find this form on the College of Graduate Studies website at the following link:

http://www.admin.graduate.ucf.edu/formsnfiles/Openfile.cfm?ID=260
DISSERTATION PROPOSAL APPROVAL
Permission to Continue with Dissertation

Date_________________

Name____________________________________

PID____________________________________

Program Track___________________________________, Education Ph.D.

Title of Dissertation__________________________________________________________

This student is hereby certified as having met all requirements to continue dissertation research.

Date admitted to Candidacy ______________________

Committee Member

Committee Member

Committee Member

Committee Member (Outside Track)

Dissertation Adviser

 Filed in Graduate Admissions Office and Doctoral Studies Office Date

College Ph.D. Program Coordinator Date

University of Central Florida Ph.D. in Education College of Education
DISSENTATION APPROVAL FORM

Your committee signs this as your final approval of a successful final dissertation defense. Part of the required approvals during your graduation semester. Find this form on the College of Graduate Studies website at the following link:

http://www.admin.graduate.ucf.edu/formsnfiles/Openfile.cfm?ID=256
Appendix C:
IDS Course Forms
Seminar in Educational Research
IDS 7500
Contract

Student Name: ____________________________________________________________

Phone: ________________________________________________________________

Email address: __________________________________________________________________

Program Track: __________________________________________________________________

Mentor Professor For Research Project: __________________________________________

Mentor Professor email address: _______________________________________________

Research Title or Topic: _______________________________________________________

Brief Description of the Project: ________________________________________________

______________________________________________________________________________

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______________________________________________________________________________

Description of Students Involvement in the Project________________________________

______________________________________________________________________________

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Student learning objectives for the project: ________________________________________
Research Activities in which the student will be engaged:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Student Signature __________________________ Date

Mentor Faculty Signature __________________________ Date

Ph.D. Program Coordinator __________________________ Date
Seminar in Educational Research
IDS 7500
Report Form

Name:
Phone:
Email address:
Program Track:
Mentor Professor For Research Project:
Research Title or Topic:

Brief Description of the Project:

Description of Your Involvement in the Project:
Use additional pages as needed

Briefly identify research knowledge and/or skill you learned or utilized as a part of this project: These could include such things as completing the Modules on the IRB site. Completing an IRB, research design, coding, SPSS, grant writing, developing a survey, writing a research manuscript, etc.:

Please write a brief reflection on your experience addressing your personal reactions to the experience and the learning and how you feel the experience will aid you in future research.

Please send to Dr. Robinson at Edward.Robinson@ucf.edu
407-823-3819
Education 322N
Cluster Research Seminar
IDS 7938
Contract

Name:
Phone:
Email address:
Program Track:
Mentor Professors for Research Project:
ProfessorName_______________________________ Field___________________________
ProfessorName_______________________________ Field___________________________
ProfessorName_______________________________ Field___________________________
ProfessorName_______________________________ Field___________________________
Research Title or Topic:

Brief Description of the Project: Please include a description of how the nature of the study is interdisciplinary.

Description of Students Involvement in the Project:

Student Learning Objectives for the Project:

Research Activities in which the student will be engaged:

________________________________________
Student Signature 
Date

________________________________________
Ph.D. Program Coordinator 
Date
Research Cluster Research  
IDS 7938  
Report Form

Name:
Phone:
Email address:
Program Track:
Mentor Professors For Research Project:


Research Title or Topic:

Brief Description of the Project:

Description of Your Involvement in the Project:

Use additional pages as needed

Briefly Identify research knowledge and/or skill you learned or utilized as a part of this project: These could include such things as completing the Modules on the IRB site. Completing an IRB, research design, coding, SPSS, grant writing, developing a survey, writing a research manuscript, etc.: 
Please write a brief reflection on your experience addressing your personal reactions to the experience and the learning and how you feel the experience will aid you in future research. Please address the interdisciplinary nature of the project and how this differed from the IDS 7500.

Please send to Dr. Robinson at Edward.Robinson@ucf.edu
407-823-3819
Education 322P
Please indicate the research elective in which you plan to enroll during the Spring of your second year.

Research Electives (3 credit hours)

IDS 7938 Research Cluster Seminar  
EDF 7406 Multivariate Statistics  
EDF 7405 Quantitative Methods II  
EDF 7415 Latent Variable Modeling  
EDF 7473 Ethnography in Qualitative Research  
EDF 7487 Monte Carlo Simulation  
SPA 7xxx Doctoral Seminar in Spoken and Written Language Disorders II

Student Signature  Date  Adviser  Date

College Ph.D. Program Coordinator  Date

Please send to Dr. Robinson at Edward.Robinson@ucf.edu
407-823-3819
Education 322P