

**Doctor of Education in
Curriculum and Instruction:
Specialization in Curriculum Leadership
Graduate Student Handbook**

Department of Leadership,
Educational Psychology, & Foundations

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Introduction

This handbook provides information about the Doctor of Education degree in Curriculum and Instruction with a specialization in Curriculum Leadership within the Department of Leadership, Educational Psychology & Foundations. Please use this handbook as a tool to better understand application procedures, program expectations, and graduation requirements. In addition to this handbook, you should obtain a copy of NIU's Graduate Catalog as well as familiarize yourself with the Graduate School website (www.grad.niu.edu). *It is your responsibility to know and observe all policies and procedures related to this program as well as those of the Graduate School.*

After reading this handbook, if you have further questions about the program, please contact the department and/or your faculty program advisor. We hope that you find the information helpful and welcome any input or suggestions for improvement.

Description of the Doctor of Education in Curriculum and Instruction

This is a professional degree intended to prepare superior teachers, administrators, curriculum developers, service personnel, and scholars of education. In addition, the program prepares individuals for teaching at the college level. Preparation for research responsibilities both as producer and as consumer is an integral part of the program.

The specialization in *Curriculum Leadership* focuses on students' future roles in society and in education as insightful and responsive leaders, with cultural, moral and ethical questions used as major themes of the doctoral program. A commitment to scholarship and research is required of students to enable them to understand the future needs of society, educational institutions, and students.

Applying to the Curriculum Leadership Program

Process, Deadlines, and Requirements for Degree-Seeking Students

Applicants for the Ed.D. program are expected to have a broad base of general education in the humanities, sciences, and social sciences and are required to present evidence of a minimum of three years of acceptable professional experience and/or demonstrated field leadership.

In order to pursue the Doctor of Education in Curriculum and Instruction, one must apply and be admitted to the Graduate School, as well as be accepted for admission by the program area, in this case Curriculum and Instruction. Applications are available online at <http://www.grad.niu.edu/grad/apply/graduate.shtml>. Graduate School and program deadlines for the completion of one's application are also available: <http://www.grad.niu.edu/grad/apply/deadlines.shtml>. The purposes of the deadlines are to ensure that admissions officers have sufficient time to process materials and the department has ample time to consider all applications in an equitable manner. For any dates occurring on a Saturday,

Sunday, or university holiday, the deadline becomes the next day on which university offices are open.

Admissions requirements for the Doctor of Education in Curriculum and Instruction include the following:

- Have a minimum GPA of 3.20 in previous graduate work
- Submit scores on the GRE general test ($\geq 1,000$) or the Miller Analogies Test (≥ 400).*
- Completed admissions application to the Graduate School (i.e., completed application, official transcripts, required test scores, career goals statement, three letters of recommendation, and payment of the \$40 application fee).**

* In accordance with the Graduate School requirements, the Department of Leadership, Educational Psychology, and Foundations requires official scores on all sections of the GRE or MAT standardized tests to complete your application to the graduate program. Waivers will not be issued. If you have any questions, please contact NIU Testing Services (815-753-1203) for information regarding the Graduate Record Examination (GRE) or Miller Analogies Test (MAT).

** As per the Graduate School Catalog, applicants for admission to the Graduate School assume all responsibility for the completion of their admission files; the Graduate School assumes no obligation to inform applicants about erroneous or missing credentials.

Demonstration of writing competencies and participation in a preadmission interview is required of qualified applicants before a final admission decision is made.

Prospective students who fail to satisfy either the GPA or the GRE/MAT criterion may request special consideration of their applications. Such a request must be in writing, must include compensatory evidence related to the deficiencies, and should accompany the application for admission to the Graduate School. Final decisions regarding admissions are made by the department program area committee on the basis of a total profile of an individual's qualifications.

Applying as a Student-At-Large

If you are interested in taking a course(s) prior to being admitted to the Graduate School, you may enroll as a Student-at-Large (SAL). To enroll in a course(s) as an SAL, you will need to submit an SAL application electronically using the following Graduate School web site: (<http://www.grad.niu.edu/grad/apply/atlarge.shtml>); after four working days you will be able to enroll in courses. **NOTE:** You may take up to 15 semester hours of graduate credit as a SAL before officially applying to the program. Any courses selected while an SAL should be chosen in consultation with an academic advisor from the program area so that classes count towards the degree program, if seeking admission.

Program Advising

Faculty Program Advisor

Every graduate student will be assigned a faculty program advisor upon admission to the program. The faculty program advisors for the graduate program in Curriculum and Instruction, specialization in Curriculum Leadership, include the following:

Dr. Helen Brantley	hbrantley@niu.edu
Dr. Robert Carter	carter@niu.edu
Dr. Joseph Flynn	jeflynn@niu.edu
Dr. Elizabeth Wilkins	ewilkins@niu.edu

Advisement is given regarding courses in and outside of the major, prerequisites, research proficiencies, candidacy exam, dissertation hours, proposal/defense meetings, and graduation deadlines. *Students are responsible for contacting their assigned faculty program advisor, making appointments, and communicating with him/her on a regular basis.* It is recommended that the student meet with his/her faculty program advisor at least once a semester.

Doctoral Advising Sheet

The Doctor of Education in Curriculum and Instruction with a specialization in Curriculum Leadership requires a minimum of 93 semester hours of graduate work beyond the baccalaureate degree. Your faculty program advisor will use the following Doctoral Advising Sheet with you in planning your program of study. Please use the worksheet to ensure accurate completion of program requirements. As stated previously, ongoing contact with your faculty program advisor is important.

NOTE: Doctoral students in Curriculum and Instruction are expected to take TLCI 703 during their first year in the program. Toward the end of the program, all doctoral students will spend at least 16 months conceptualizing their dissertation topic, preparing a literature review (Chapter 2 of the dissertation), and writing Chapters 1 and 3 of the dissertation. Students are strongly encouraged to take TLCI 762 or an intensive independent research course with a faculty member in the program *prior to* TLCI 702. Upon successful completion of TLCI 702, then a doctoral student may enroll in TLCI 704. Please see the Doctoral Advising Sheet for when these courses are offered.

DOCTORAL ADVISING SHEET: CURRICULUM LEADERSHIP

63 hours above the Master's – 48 Coursework/15 Dissertation

COMMON REQUIREMENTS (15 SEMESTER HOURS)

COURSE	TITLE OF THE COURSE	TYPICALLY OFFERED	SEMESTER TAKEN	GRADE
ETR 521 (or other quantitative course)	Educational Statistics I	Fall, Spring, Summer		
ETR 525 (or other qualitative course)	Qualitative Research in Education	Fall, Spring, Summer		
EPFE 700 Level (e.g., EPFE 715 or 721)	Education Foundations	Contact LEPP Dept		
CAHA 600-700 level or EPS 700 level	Human Growth and Development	Contact LEPP or CAHA Dept		
*TLCI 702	Research Seminar in Curriculum Leadership	Spring only: to be taken the semester before TLCI 704		

CURRICULUM & INSTRUCTION COURSES (18-21 SEMESTER HOURS)

COURSE	TITLE OF THE COURSE	TYPICALLY OFFERED	SEMESTER TAKEN	GRADE
*TLCI 703	Design of Curriculum and Instruction	Spring and Summer; (to be taken during the first year of your program)		
*TLCI 704	Research Seminar in Curriculum and Instruction	Fall: (to be taken at the end of your program)		
TLCI 706	Curriculum Inquiry (PRQ TLCI 703)	Fall		
TLCI 708	Principles of Curriculum Development (PRQ TLCI 703)	Spring		
TLCI 734	Practicum in Curriculum Appraisal	Fall		
TLCI 735	Analysis of Prof Dev Theory and Practice	Summer		
TLCI 737	Design of Instructional Models	Spring		
TLCI 760	Educational Change	Summer		
TLCI 762	Seminar Review of Research	Fall (to be taken the semester before TLCI 702)		
TLCI 795	Seminar in the Supervision and Administration of Clinical Experiences (Induction & Mentoring)	Summer		
TLCI 595	Supervision of Clinical Experiences	Summer		

*Required

COGNATE/ELECTIVES (12-15 SEMESTER HOURS)

- 1.
- 2.
- 3.
- 4.
- 5.

CANDIDACY EXAM

DISSERTATION - TLCI 799 - (15 SEMESTER HOURS MINIMUM)

Degree Time Limit

Doctoral degree programs must be completed within nine years. For additional information, please consult the Graduate School Catalog, under the Requirements for Degree section (Limitations of Time).

Revalidation of Courses

If you take any NIU courses that do not fall within the nine year period allowed for degree completion, the department may require that you retake the course for credit or demonstrate current knowledge of the subject matter. If any courses in your program expire before your graduation date, please see your faculty academic advisor for assistance.

Leave of Absence

As a graduate student you may take a leave of absence from coursework for up to one year. To do so, please go to the Graduate School website and fill out the Leave of Absence form: <http://www.niu.edu/its/asp2/OnBaseForms/gradschool/RcGrLeave.aspx>. If you take more than a year of absence, the Graduate School requires that you re-apply to the program for admission. Please notify your faculty program advisor when you submit a leave of absence form.

Independent Study

If interested in taking an independent study, you must secure permission from a faculty member to supervise the project. Together, you and the faculty member must complete and submit the "Independent Study Form" below before being gaining admission to the course.

Independent Study Request Form

Date: [Insert month/day/year]

To: [Insert student's name, Z-ID number, address, and phone number]

From: Dr. [Insert name]
Dept. of Leadership, Educational Psychology and Foundations

Course Request: TLCI [add course number and number of semester hour credits]

<u>Independent Study Requirements to be Completed by the Student</u>	<u>Due Date</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Grading Scale

- _____ = 90 to 100%= A= Superior
- _____ = 80 to 89%= B= Satisfactory
- _____ = 70 to 79%= C= Marginal Achievement

I understand and agree with the terms listed above required to successfully complete this course.

Faculty Signature

Student Signature

Please submit completed form to:

Mail
NIU-Department of LEPF
Attn: David Snow
DeKalb, IL 60115

E-Mail
dsnow1@niu.edu

Facimile
815-753-8750

Professional Expectations, Dispositions, and Academic Integrity

Professional Expectations and Dispositions Document

As per the “Professional Expectations and Dispositions” document, all doctoral students are expected to act professionally, show respect for the learning process, and possess appropriate dispositions throughout their degree program.

Dispositions for Teaching

Dispositions for teaching are assessed and monitored throughout all classes in order to intervene with support as needed. All students are required to read the dispositions information posted on the College of Education web page

(<http://www.cedu.niu.edu/partnership/dispositions/index.shtml>). Questions regarding the dispositions assessment protocol, the supportive intervention process, or the dispositions forms should be directed to the Dispositions Coordinator in the College of Education.

Academic Integrity

Academic integrity is expected of all students. The attempt by any student to present as his/her own work which he/she has not produced is regarded by the faculty and administration of NIU as a serious offense. Students are considered to have cheated if they turn in an assignment written in whole or in part by someone else. Students are guilty of plagiarism, intentional or not, if they copy from books, magazines, Internet, or other sources without identifying and acknowledging those sources or if they paraphrase ideas from such sources without acknowledging them.

Professional Expectations and Dispositions for Graduate Programs in Curriculum & Instruction

Professional expectations and dispositions are attitudes, values, and beliefs demonstrated through both verbal and non-verbal behaviors as graduate students interact with faculty, staff, and colleagues. These positive behaviors support effective classroom teaching, professional interactions, and learning. The professional expectations and dispositions are assessed during all classes, phone conversations, email/Internet transactions, and face-to-face meetings.

A graduate student consistently

1. values and works to create positive learning environments, respects the learning process and is a reflective learner.
2. demonstrates trust, respect for others, and mutual responsibility in whole class, group work, written products, and presentations.
3. demonstrates ethical decision making by maintaining confidentiality in all situations and displaying academic integrity.
4. shows respect for the learning process by being engaged, on-task, prepared, and responsive.
5. shows respect for the learning process by attending class sessions, arriving at class and returning from breaks on time, staying until the end of class sessions, and punctual submission of assignments.
6. demonstrates an overall work ethic (e.g., initiative, self-direction, diligence, responsibility, fairness, commitment to quality, dependability, compliance with required procedures, honesty).
7. demonstrates appropriate interpersonal, listening, and communication skills.
8. shows the ability to respect others' opinions, is receptive to new ideas and multiple perspectives.
9. appreciates course content, including details related to writing mechanics, content, and reflection.
10. encourages creative and critical thinking among others by sharing new ideas and generating possibilities.
11. seeks lifelong learning and scholarship, investing significant effort in learning.
12. interacts respectfully with diverse colleagues, faculty, staff, and other individuals.

Graduate Assistantships

Graduate students are occasionally hired to provide assistance to the department in several areas: teaching assistants, non-instructional teaching assistants, research assistants and staff assistants. Positions are typically filled in the spring/summer for the following fall. Contact the department or your faculty academic advisor for information regarding openings.

The university also hires graduate students to assist in roles other than teaching or research, such as residence hall advisors, counselors, administrative assistants or library assistants. NIU's Human Resources Services posts job openings.

Candidacy Exam

Process

The candidacy exam may be taken after TLCI 702 or during/after TLCI 704. You must be enrolled in the term in which the candidacy examination is taken. Most individuals take "1" hour of independent study (e.g., TLCI 797), if they are not enrolled concurrently in another course when completing their candidacy exam.

Candidacy Exam Committee

Although doctoral students are generally assigned academic program advisors upon admission to the program, it is your responsibility to select a chair for your candidacy exam committee. In consultation with your candidacy chair, you will select a minimum of three faculty to serve as your candidacy exam committee. Any faculty member at NIU can serve on the committee, not just those in the Curriculum and Instruction program area, the Department, or the College of Education. But the majority of your committee must be senior graduate faculty in your program area. Once the committee is chosen, the candidacy exam meeting is held and last approximately one hour. The committee members collectively write three questions (or two depending on the scope and depth) that focus on your dissertation topic (e.g., conceptual/theoretical framework, methodology). Please come prepared to take notes during the meeting about the questions posed. After that meeting, you will be given 6-8 weeks to respond to the questions. Most candidacy exam responses average 15 pages in length.

Your committee will ask you to return your candidacy exam responses electronically and/or in hard copy. Once your responses are submitted for review, the committee will take no longer than two weeks to read and render a decision: *pass*, *re-write before rendering a decision*, or *fail*. In the case of a *re-write before rendering a decision*, the student is given one week in which to re-submit his/her exam for final review. The chairperson will contact you to share the outcome of the committee's decision, and a letter will be sent by the department confirming that outcome.

Candidacy Exam Tips

Below are helpful “candidacy exam” tips:

1. Please write the candidacy question at the beginning of each response, followed by the name of the faculty member who will review.
2. Most candidacy exam questions have multiple components, thus, re-read the questions often and answer all elements.
3. Remember to use APA citations correctly.
4. Use headings and subheadings as you write and include transitions.
5. Consider adding a “summary” at the end of long sections.
6. Ask another advanced doctoral student to read your candidacy exam responses before you submit them.
7. Pace yourself! Be sure to spend adequate time on each question.
8. You may ask your committee members for clarification about the exam questions, however, they cannot read or edit your writing prior to the exam deadline.

Candidacy Exam Adjudication

Candidacy exam responses are graded holistically. Each committee member is asked to read a specific exam response(s), provide written feedback (either on the exam question itself or on separate paper), and render a decision as to the quality of the response. All written feedback is collected and shared with you by the committee chair. Below are common criteria used in rendering a committee’s decision:

- Is the content of the student's answer correct?
- Did the student answer the entire question?
- Is the student's writing clear or illogical, confusing, and/or contradictory?
- Did the student demonstrate an acceptable grasp of the literature or topic of his/her study?
- Did the student make gross errors in the use of APA?
- Did the student provide too short of an answer (e.g., less than 10 pages)?
- Is there an inadequate number of references appropriate for answering the question?
- Was the response in some way plagiarized?

The candidacy exam committee may allow a student who fails a candidacy examination to repeat in a subsequent semester. A student who fails a candidacy exam a second time, or is not granted permission for a second attempt, will not be permitted to continue his/her work toward the doctorate, and admission to the doctoral program will be terminated.

799 Hours/Milestones/Progress Toward Degree Completion

After successful completion of the candidacy exam and course work, you may register for 799 hours. You should register for 799 hours with the advisor whom you select to chair your dissertation committee. Usually the person you select as your candidacy exam chair will be the person you wish to ask to be your dissertation chair, but that is your decision. Please work closely with your dissertation chair as to how and when to register. Once you begin 799 hours, you must continue to register each subsequent semester until the dissertation is submitted and formally approved by the Graduate School.

A minimum of 15 hours of 799 credits must be earned while working on your dissertation. You are expected to take 3 credits each fall and spring and at least 1 credit every summer. You may take more than 3 credits, but you should discuss any unusual circumstances with your dissertation chair for approval.

Continual progress and communication with your dissertation chair is critical and expected. 799 hours are to be used in completing the following:

- Proposal Meeting (Chapters 1, 2, 3, references, and appendices)
- Institutional Review Board Approval (completed after proposal meeting)
- Data Collection/Analysis (Chapters 4 and 5)
- Pre-Defense Meeting (Initial review by committee of Chapters 1, 2, 3, 4, 5, references and appendices)
- Defense Meeting (Final review by committee and external reviewer assigned by the Graduate School)
- Final Editing of Dissertation

NOTE: As a doctoral student you are responsible for adhering to all expectations and deadlines established by the Department and Graduate School. Please be aware that the six milestones listed above take time and dedication. Thus, it is important to set short- and long-term deadlines for yourself.

Graduation Requirements & Procedures

Students planning to graduate should familiarize themselves with the dates relating to application for graduation and other Graduate School deadlines.

<http://www.niu.edu/grad/audience/pdf/Graduation%20Deadlines.pdf>

Whether or not you plan to attend the commencement ceremonies, it is important that you apply for graduation by the specified deadline in order to graduate in a particular term. Deadlines should be discussed with your dissertation chair. To apply for graduation, log-in to your MY NIU account and look under *Degree Progress/Graduation* and complete the required fields.

Step-by-Step Checklist to Program Completion

- _____ Apply to Graduate School using appropriate code for specialization
- _____ Make initial appointment to meet with assigned faculty advisor to plan coursework
- _____ Continue to meet regularly with your faculty academic advisor to seek input about course work
- _____ Take classes that prepare you for your dissertation topic and develop your research skills beyond ETR 521 and 525
- _____ Take either TLCI 762 or TLCI 797 the semester before TLCI 702 and begin to narrow dissertation topic
- _____ Get advisor's approval to take TLCI 702 – you should have a focused dissertation topic as well as read extensively and gathered articles/resources
- _____ Take TLCI 702 as your second to last class in the program (only offered in spring)
- _____ After successful completion of TLCI 702, register for TLCI 704 (only offered in fall)
- _____ Ask a LEPF faculty member to be your advisor for your candidacy exam, and in consultation with that person select at least two other faculty members to be on your candidacy exam committee
- _____ Schedule your candidacy exam planning meeting (NOTE: The exam can be completed before, during, or after TLCI 704)
- _____ Write your candidacy exam responses over a 6-8 week period of time
- _____ After successful completion of your candidacy exam, ask an LEPF faculty member to be your dissertation director as well as confirm the remaining members of your dissertation committee
- _____ After completing all course work and passing your candidacy exam, register for TLCI 799 hours every semester until dissertation is completed (i.e., fall semester – 3 credit hours; spring semester – 3 credit hours; summer – 1 credit hour)
- _____ Work closely with your dissertation chair to complete your “proposal” (Chapters 1, 2, 3, references, and appendices)
- _____ Schedule your “proposal” meeting after your dissertation director agrees your proposal is ready to defend
- _____ After passing your “proposal” meeting, complete the IRB application, if you are doing human subject research
- _____ Work closely with your chair to complete your dissertation in a timely manner, including pre-defense and defense meetings
- _____ Apply for graduation
- _____ Attend graduation ceremony