

Checklist for Responsibilities and Assessments in the Doctoral Program in Curriculum & Instruction

Upon Admission and Before Completing 9 Hours

- _____ Create an eID (your K-State email address) to be used throughout the program. This is very important since almost all communications to you from the Graduate School, the College of Education, and your advisor will be through this email address. Check your email regularly. Also, the university requires that passwords to email accounts be changed at the start of every fall and every spring semester (you will receive prompts when this must be done).
www.eid.k-state.edu

- _____ Examine the Graduate School's "Checklist for Doctoral Students"
<http://www.k-state.edu/grad/students/documents/doctoral/doctoral-checklist.pdf>

- _____ Examine the Graduate School's "Information for Doctoral Candidates"
<http://www.k-state.edu/grad/students/doctoral/>

- _____ Examine the "Graduate Handbook."
<http://www.k-state.edu/grad/graduate-handbook/>

- _____ Examine the "Program Guide for the Doctoral Degree in Curriculum and Instruction" to see the requirements for this degree.
<http://coe.k-state.edu/academics/docs/edci/PhD-EdD-Curriculum-Instruction.pdf>

- _____ Contact the major professor assigned to you for an appointment to plan your program, prepare a draft copy of your Program of Study, and select the other members of your supervisory committee. The website listed here also has access to a site to "Information for Doctoral Candidates" which includes information about preparing the Program of Study.
<http://www.k-state.edu/grad/students/doctoral/>

- _____ This website provides access to the Program of Study form:
<http://www.k-state.edu/grad/academics/forms/index.html>

- _____ Examine the **Student Learning Outcomes** for the doctoral program in Curriculum and Instruction to recognize the projected outcomes from your program participation.
<http://coe.k-state.edu/academics/docs/edci/phd-learningoutcomes.pdf>

- _____ Complete the online **Doctoral Graduate Admission Survey** for Curriculum & Instruction
www.coe.ksu.edu/assessment/curin/

- _____ Submit your **Program of Study** to the Graduate School after completing 9 hours of coursework.

- _____ Throughout the program, contact/meet with your major professor at least once each semester to discuss ongoing enrollment and monitor program progress.

For EdD Students for the Clinical Experience

_____ Meet with your advisor to make plans for the Clinical Experience. Enroll in EDCI 991 Internship in Curriculum and Instruction for the clinical experience.

_____ Following the completion of your EDCI 991 Internship in Curriculum and Instruction, your major professor will contact committee members to jointly complete the Curriculum and Instruction **Clinical Experience Rubric**.

www.coe.ksu.edu/assessment/curin/

For the Preliminary Examination (upon completion of coursework)

_____ During your final semester of coursework, meet with your major professor to schedule your preliminary examination. This must be a minimum of 7 months prior to the date of graduation.

_____ After setting the date of the Preliminary Examination, submit the **Request for Preliminary Examination Ballot** form to the Graduate School at least one month prior to the exam.

<http://www.k-state.edu/grad/academics/forms/index.html>

_____ Submit the signed Preliminary Examination Ballot to the Graduate School within one week following the examination.

_____ Following the completion of your Preliminary Examination, your major professor will contact committee members to jointly complete the Curriculum and Instruction **Preliminary Examination Rubric**.

www.coe.ksu.edu/assessment/curin/

_____ Once you pass the preliminary exam, you will receive an official letter from the Graduate School admitting you to candidacy and assigning you an Outside Chair for your final dissertation defense. *Dissertations must be completed within five years of official candidacy.*

_____ After passing your preliminary exam and being admitted to candidacy, you must maintain continuous enrollment in every fall and every spring semester until you complete the degree. This can be accomplished by enrolling in a minimum of 1 hour of EDCI 999: Dissertation Research during those semesters.

Dissertation Proposal and the Research Study

_____ Meet with your major professor to discuss the preparation of your dissertation proposal. Prepare the dissertation proposal.

_____ The Graduate School requires an electronic version of completed dissertations (ETDR—electronic theses, dissertations, and reports). Therefore, it is best to start the dissertation proposal in the electronic template required by the Graduate School, described at the following website:

<http://www.k-state.edu/grad/etdr/index.html>

- _____ Enroll in EDCI 999 Doctoral Research. Obtain guidance from your advisor about the number of credits to enroll in this research each semester.
- _____ When your major professor approves your dissertation proposal, schedule a meeting with your supervisory committee to review and approve your dissertation research proposal. You are not permitted to conduct the study until your supervisory committee approves the dissertation proposal.
- _____ Continue to meet with your major professor for assistance during data collection, data analysis, and the writing of the remaining dissertation chapters.

During the Final Semester

- _____ You must be enrolled in at least one credit in the semester you graduate.
- _____ Early in your final semester, submit a **Program/Committee Change** form to the Graduate School if you had any changes of courses or committee members from what was on the original Program of Study.
<http://www.k-state.edu/grad/academics/forms/index.html>
- _____ Early in your final semester, examine the Graduate School website about “Graduation and Commencement Information.” The calendar provided at that site outlines deadline dates for necessary actions by the student.
<http://www.k-state.edu/grad/students/graduation/>
- _____ Meet with your major professor to discuss scheduling your Final Examination. Contact all supervisory committee members and the Outside Chair to establish an agreed upon date and time. Submit a signed **Approval to Schedule Final Examination** form to the Graduate School a minimum of 10 working days before the scheduled final examination.
<http://www.k-state.edu/grad/academics/forms/index.html>
- _____ Provide a copy of the dissertation to the major professor, members of the supervisory committee, and the outside chair a minimum of 10 working days before the scheduled final examination.
- _____ Early in your final semester, complete the iSIS Graduation Application.
- _____ Early in your final semester, complete the Graduate School online registration to participate in commencement.
- _____ Meet Graduate School deadlines for the submission of the electronic dissertation and the ballot.
- _____ Prior to your Final Examination/Dissertation Defense access and complete the **C&I Graduate Exit Survey**.
www.coe.ksu.edu/assessment/curin
- _____ At your Final Examination, your committee will complete the **C&I Doctoral Final**

Exam/Dissertation Defense Rubric to assess your overall program performance and submit it online. Your committee will also complete the Final Examination Ballot and send it to the Graduate School.

_____ Respond to the Graduate School email that identifies some final responsibilities. These include:

- Completing online surveys (i.e., the **Graduate School Exit Survey; Survey of Earned Doctorates**)
- Providing information to the K-State Alumni Association
- Pay graduation fees
- Handling any remaining obligations

_____ Complete the **College of Education's Graduate Program Exit Survey**.
www.coe.ksu.edu/assessment/curin