

## **Department of Educational Specialties**

### **Doctoral Student Mid-Program Review**

Graduate faculty are responsible for guiding doctoral students through the transition from student to productive independent scholar. While each student's advisor/chair is primarily responsible for this process, the entire department has a vested interest in the success of doctoral students. For this reason, the Doctoral Mid-Program Review serves two goals.

1. Ensure that doctoral students are making good progress through their programs.
2. Ensure that doctoral students have opportunities to engage in activities outside of coursework and dissertations that will build the skills of productive, independent scholars.

To these ends, doctoral students are required to come before the Educational Specialties Doctoral Review Board at the mid-point of their program. This review will occur when students have completed between 24 and 30 credits of doctoral credit at the University of Nevada, Reno. (This does not include any credits applied to the program prior to acceptance at UNR.) This should mean the student is roughly halfway to comprehensive exams.

#### **The Doctoral Review Board**

The Educational Specialties Doctoral Review Board for each student will consist of members of the Graduate Committee of the Department of Educational Specialties and one at-large member who is the student's committee chair.

#### **Scheduling and Dates**

- It is the student's responsibility to request a review at the appropriate time. Failure to come before the committee at the appropriate time may result in a termination recommendation to the EDS Graduate Program Director.
- Once students have completed between 24 and 30 credits in their program of study, or are roughly halfway to comprehensive exams, they should request a meeting with their program advisor to discuss preparation for the review.
- Students should submit the required materials to their program advisor for approval, allowing time for revisions as appropriate, before meeting with the Doctoral Review Board.
- The closing date for submitting materials is one week prior to the date of the review.
- Reviews are scheduled in the fall and spring semesters. No reviews are conducted during the summer. Fall reviews are completed the first week of October and spring reviews are completed the first week in March. The exact dates will be posted well in advance.

## MATERIALS

One week before the Mid-Program Review, students should submit a portfolio of their research, teaching, service, and course work as described below.

### Scholarship

Students will be required to provide a summary of their work performance and progress in the doctoral program thus far. The purpose of this summary is to give the faculty an understanding of the students' scholarly and professional development as mid-program doctoral students. Prior to the review the following research requirements must have been completed:

#### Required

- ✓ At least one course in research methodology taken during the first 24-30 credits at the University of Nevada, Reno
- ✓ Certificate of completion for the UNR OHRP "CITI Course in the Protection of Human Research Subjects"
- ✓ Copies of any completed research papers as well as any proposals for planned research

A written summary of all doctoral work related to research completed thus far with research plans for the future is required. This written summary should include:

- what the student expects to gain from the remaining time in the doctoral program,
- how that relates to their career goals, and
- how their remaining program of study is related to both of these.

Students should provide evidence of:

- all research activity they have completed and/or have underway at the time of the review,
- plans for research during the remainder of their programs,
- how these plans relate to their proposed dissertation, and how these plans relate to their goals following completion of the doctoral program.

It is essential that doctoral students demonstrate skill and participation in research throughout their doctoral program.

In cases of co-authored papers or proposals, a student should be prepared to illustrate his or her specific contribution to the work. More than one contributor may be represented on a research project, but the written product must reflect an individual student's thinking and writing. If presenting a single-authored paper that has come from a joint research project, the student should be prepared to describe the joint project in detail and his or her role in it. All research papers should be submitted in APA formatting.

## Recommended

- ✓ Participate in conducting an empirical research study
- ✓ Participate in writing an empirical research study
- ✓ Submit for publication one or more refereed journal articles or book chapters
- ✓ Submit or conduct one or more conference presentations, preferably a national or international research presentation
- ✓ Participate in writing one or more submitted grant proposals

## Course Work

### Required

In order to participate in the review, the following coursework requirements should be met with corresponding documentation submitted:

- ✓ A university-issued report of all grades and completed course work
- ✓ A proposed program of study for remaining courses in the program
- ✓ A GPA of at least 3.0 maintained over the 24-30 credits with no grade lower than a "B"
- ✓ No more than 3 semester credits taken Credit/No Credit in the initial 24-30 credits
- ✓ A minimum of 9 of the first 24-30 semester credits of coursework taken in the student's area of concentration

## Teaching and Service

### Recommended

In order to present a well-rounded portrait of their overall performance, students may want to include their experiences with teaching and service. These activities are crucial for professional growth and to prepare an academic career. Although they are not required at this point in time, students are encouraged to include them in their submissions.

- ✓ Teach a community college, college, or university class
- ✓ Serve on one or more program, department, college, or university committees
- ✓ Engage in one or more service activities for external professional organizations (e.g., serve on a committee or serve as a reviewer/referee for a journal or conference)
- ✓ Design or participate in professional development

## THE REVIEW

The review will focus primarily on the student's progress in research and scholarly activities and last approximately 30 minutes. Procedures will begin with the student

presenting a ten-minute overview of progress and plans to the review board. The next step involves the student answering questions from the board related to their portfolio materials and plans. Upon completion of the question/answer period, the student exits the room while the board members confer regarding their evaluation decision.

### **AFTER THE REVIEW**

Following the review, the Educational Specialties Doctoral Review Board will make a decision. The possible decisions are:

1. **Pass** - Recommend to continue in the program without conditions
2. **Pass with Conditions** - Recommend to continue in the program with conditions to be met
3. **Unsuccessful** - Recommend to terminate from the program

Pass and Pass with Conditions recommendations will include suggestions for resources and opportunities that may enhance the student's experiences and qualifications. Recommendations to terminate should be rare. The Doctoral Review Board will inform each student in writing of the faculty decision within two weeks after the review. If the decision is to pass with conditions, the board will specify those conditions.

On the following pages are examples from three EDS doctoral students who earned a "Pass" for the Doctoral Mid-Program Review. Note that experiences prior to beginning the doctoral program may fulfill some of these expectations.

## Student 1 – SPED

Research	Comments	
<b>Required</b>	At least one course in research methodology taken during the first 24-30 credits at the University of Nevada, Reno	Done
✓		
✓	Certificate of completion for The UNR OHRP "CITI Course in the Protection of Human Research Subjects"	Done
✓	Copies of any completed research reports and papers, as well as any proposals for research being planned, conducted, or written	One IRB proposal
✓	A written summary of all doctoral work related to research completed thus far as well as research being planned, conducted, or written	Done
<b>Recommended</b>	Participate in writing an empirical research study	None
✓	Participate in conducting an empirical research study	Two in progress with faculty
	Submit for publication one or more refereed journal articles or book chapters	None
✓	Submit and/or conduct one or more conference presentations, preferably a national or international research presentation	One

✓	Participate in writing one or more submitted grant proposals	One
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<b>Course Work</b>		<b>Comments</b>
<b>Required</b> ✓	A university-issued report of all grades and completed course work	Done
✓	A proposed program of study for remaining courses in the program	Done
✓	A grade point of at least 3.0 maintained over the 24-30 credits with no grade lower than a B	Done
✓	No more than 3 semester credits taken Credit/No Credit in the initial 24-30 credits	Done
✓	A minimum of 9 of the first 24-30 semester credits of coursework taken in the student's area of concentration	Done

<b>Teaching and Service</b>		<b>Comments</b>
<b>Recommended</b> ✓	Teach a community college, college, or university class	One
✓	Serve on one or more program, departmental, college, or university committees	Done
✓	Engage in one or more service activities for external professional organizations	Done before beginning doc program
✓	Design or participate in professional development	Done before beginning doc program

## Student 2 – Literacy

Research		Comments
<b>Required</b>		
✓	At least one course in research methodology taken during the first 24-30 credits at the University of Nevada, Reno	Done
✓	Certificate of completion for The UNR OHRP “CITI Course in the Protection of Human Research Subjects”	Done
	Copies of any completed research reports and papers, as well as any proposals for research being planned, conducted, or written	In progress study with faculty
✓	A written summary of all doctoral work related to research completed thus far as well as research being planned, conducted, or written	Done
<b>Recommended</b>	Participate in writing an empirical research study	In progress
	Participate in conducting an empirical research study	In progress
	Submit for publication one or more refereed journal articles or book chapters	None
✓	Submit and/or conduct one or more conference presentations, preferably a national or international research presentation	Two
✓	Participate in writing one or more submitted grant proposals	Two

<b>Course Work</b>		<b>Comments</b>
<b>Required</b> ✓	A university-issued report of all grades and completed course work	Done
✓	A proposed program of study for remaining courses in the program	Done
✓	A grade point of at least 3.0 maintained over the 24-30 credits with no grade lower than a B	Done
✓	No more than 3 semester credits taken Credit/No Credit in the initial 24-30 credits	Done
✓	A minimum of 9 of the first 24-30 semester credits of coursework taken in the student's area of concentration	Done

<b>Teaching and Service</b>		<b>Comments</b>
<b>Recommended</b> ✓	Teach a community college, college, or university class	Four
	Serve on one or more program, departmental, college, or university committees	None
✓	Engage in one or more service activities for external professional organizations	Done before beginning doc program
✓	Design or participate in professional development	Done before beginning doc program

## Student 3 – Literacy

Research Required		Comments
✓	At least one course in research methodology taken during the first 24-30 credits at the University of Nevada, Reno	Done
✓	Certificate of completion for The UNR OHRP “CITI Course in the Protection of Human Research Subjects”	Done
✓	Copies of any completed research reports and papers, as well as any proposals for research being planned, conducted, or written	One IRB proposal One study before beginning doc program
✓	A written summary of all doctoral work related to research completed thus far as well as research being planned, conducted, or written	Done
<b>Recommended</b> ✓	Participate in writing an empirical research study	Two
✓	Participate in conducting an empirical research study	One
	Submit for publication one or more refereed journal articles or book chapters	None
	Submit and/or conduct one or more conference presentations, preferably a national or international research presentation	None
✓	Participate in writing one or more submitted grant proposals	Two

<b>Course Work</b>		<b>Comments</b>
<b>Required</b> ✓	A university-issued report of all grades and completed course work	Done
✓	A proposed program of study for remaining courses in the program	Done
✓	A grade point of at least 3.0 maintained over the 24-30 credits with no grade lower than a B	Done
✓	No more than 3 semester credits taken Credit/No Credit in the initial 24-30 credits	Done
✓	A minimum of 9 of the first 24-30 semester credits of coursework taken in the student's area of concentration	Done

<b>Teaching and Service</b>		<b>Comments</b>
<b>Recommended</b> ✓	Teach a community college, college, or university class	Four
	Serve on one or more program, departmental, college, or university committees	None
✓	Engage in one or more service activities for external professional organizations	Done
✓	Design or participate in professional development	Done before beginning doc program

**EDS Mid Program Review  
Evaluation Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Research**

**Comments/Rec.**

<b>Required</b>	At least one course in research methodology taken during the first 24-30 credits at the University of Nevada, Reno	
	Certificate of completion for The UNR OHRP "CITI Course in the Protection of Human Research Subjects"	
	Copies of any completed research reports and papers, as well as any proposals for research being planned, conducted, or written	
	A written summary of all doctoral work related to research completed thus far as well as research being planned, conducted, or written	
<b>Recommended</b>	Participate in writing an empirical research study	
	Participate in conducting an empirical research study	
	Submit for publication one or more refereed journal articles or book chapters	
	Submit and/or conduct one or more conference presentations, preferably a national or international research presentation	
	Participate in writing one or more submitted grant proposals	

<b>Course Work</b>		<b>Comments/Rec.</b>
<b>Required</b>	A university-issued report of all grades and completed course work	
	A proposed program of study for remaining courses in the program	
	A grade point of at least 3.0 maintained over the 24-30 credits with no grade lower than a B	
	No more than 3 semester credits taken Credit/No Credit in the initial 24-30 credits	
	A minimum of 9 of the first 24-30 semester credits of coursework taken in the student's area of concentration	

<b>Teaching and Service</b>		<b>Comments/Rec.</b>
<b>Recommended</b>	Teach a community college, college, or university class	
	Serve on one or more program, departmental, college, or university committees	
	Engage in one or more service activities for external professional organizations	
	Design or participate in professional development	

## Recommendations of the Doctoral Review Board

### Comments

<b>Pass</b>	Recommend to continue in the program without conditions	
<b>Pass with Conditions</b>	Recommend to continue in the program with conditions to be met	
<b>Unsuccessful</b>	Termination from the program	