

# *Ph.D. Orange Book*

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## **GENERAL INFORMATION**

The **Orange Book** provides a general overview of Syracuse University's School of Education and its degree programs leading to the M.S., C.A.S., Ed.D., and Ph.D. degrees. Further university policy on degree study exists in the publication, **Syracuse University Bulletin: Graduate Course Catalog**, available in the Office of Academic and Student Services, 270 Huntington Hall. **It is important that you familiarize yourself with both of these documents.** Although respective School of Education program areas have their own specific degree requirements, there are many commonalities addressed in the Orange Book. You will find updated information on the School of Education website: [soe.syr.edu](http://soe.syr.edu).

The School of Education is composed of seven academic program areas: Counseling and Human Services; Cultural Foundation of Education; Exercise Science; Higher Education; Instructional Design, Development and Evaluation; Reading and Language Arts; and Teaching and Leadership. Each program area is headed by a "chairperson," who is also a faculty member in that academic area. To get the most benefit from your time here, you should acquaint yourself with professors, students, and staff in areas other than your own.

## **SCHOOL OF EDUCATION ASSEMBLY**

Many policies of the School of Education, especially concerning academic program requirements, are set by the **School of Education Assembly**. The Assembly is comprised of the faculty and administrators of the School and elected student representatives. The group meets monthly during the fall and spring semesters.

## **SCHOOL OF EDUCATION COMMITTEES**

The School of Education hosts a number of committees that serve a variety of functions. *Many include student representation.* All committees welcome input from students regarding the tasks in which they are involved. In addition to these committees, special task groups are also formed throughout the year to address specific issues or problems.

**Committee on Promotions and Tenure** – serves as the governance body for the School of Education in matters of promotion and tenure.

**Committee on Degrees and the Curriculum** – meets regularly to review new programs and courses as well as proposed changes and additions to existing courses. The Committee also may study problems related to curriculum as these are presented to the Committee or initiated by it.

**Committee on Policies, Standards, and Scholarships** - meets when called upon to establish policies on admissions and scholastic standing, including student appeals and disciplinary matters against students. This committee is charged with creating processes for the review of scholarship applications.

**Committee on Diversity** - charged with reviewing initiatives to advance the School's mission regarding diversity; serves as a resource for faculty, staff, and students regarding issues and opportunities of diversity in the School; and serves as a liaison between the School and other diversity initiatives at the University.

## OFFICE OF ACADEMIC AND STUDENT SERVICES

The *Office of Academic and Student Services* in the School of Education is located in **270 Huntington Hall**. The professional staff members in this office attend to many details regarding your graduate study. They maintain records of your progress, provide and process required forms, respond to inquiries regarding graduation and certification requirements, and facilitate your efforts in many ways. It is important to know how the office is organized so that you can contact the appropriate person when you need assistance.

***Amie Redmond*** [amredmon@syr.edu](mailto:amredmon@syr.edu) 443-2506  
**Assistant Dean for Academic and Student Services**

Oversees all aspects of the Office of Academic and Student Services. Administers academic policies and procedures established by the School of Education. Works with undergraduate and graduate students and faculty in facilitating program development and resolving academic problems. The Assistant Dean represents the SOE on various University committees.

***Barbara Maphey*** [bamaphey@syr.edu](mailto:bamaphey@syr.edu) 443-2506  
**Office Manager and Assistant to the Assistant Dean**

Maintains records and budgets for the Office of Academic and Student Services. Arranges appointments for the Assistant Dean. Serves as liaison for School of Education with Bursar's Office regarding tuition credit. Coordinates doctoral defenses.

***Francine Cooney*** [fcooney@syr.edu](mailto:fcooney@syr.edu) 443-9319  
**Office Coordinator/Receptionist**

Responsible for greeting customers, faculty, staff and students as they enter the Office. Handles requests in person and telephone inquiries. Coordinates the Child Health and Safety on-line Seminar. Is the liaison between the Office of Academic and Student Services and the Office of the Registrar.

***Traci Washburn*** [tmwashbu@syr.edu](mailto:tmwashbu@syr.edu) 443-2505  
**Graduate Admissions Recruiter**

Oversees all aspects of the graduate admission process. Responds to program admissions inquiries and processes graduate applications for admission. Is the liaison with the Graduate Enrollment Management Center (GEMC).

***Liza Rochelson*** [lrochels@syr.edu](mailto:lrochels@syr.edu) 443-6238  
**Graduate Admissions Recruiter**

Part-time graduate admissions recruiter. Responds to program admissions inquiries and processes graduate applications for admission. Is the liaison with the Graduate Enrollment Management Center (GEMC).

***Laurie Deyo*** [lldeyo@syr.edu](mailto:lldeyo@syr.edu) 443-4269  
**Undergraduate Admissions Recruiter**

Administers undergraduate admissions for School of Education. Coordinates Peer Advisor Program. Is the liaison with the Office of Undergraduate Admissions.

***Carol Radin*** [cvradin@syr.edu](mailto:cvradin@syr.edu) 443-9320  
**Assistant Director of Academic Advising**

Responsible for all aspects of record keeping and administration of academic processes related to school and university policies and procedures. Develops and provides supportive academic services for graduate and undergraduate students and faculty advisors to enhance the academic experience for students. Advises students whose first initial of their last name begins with M-Z.

*Pam Hachey*

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443-2526

**Assistant Director of Academic Advising**

Responsible for all aspects of record keeping and administration of academic processes related to school and university policies and procedures. Develops and provides supportive academic services for graduate and undergraduate students and faculty advisors to enhance the academic experience for students. Advises students whose first initial of their last name begins with A-L.

*Linda DeFrees*

[lundefree@syr.edu](mailto:lundefree@syr.edu)

443-4759

**Coordinator of Career Services and Certification**

Maintains and prepares the "credential files" of recent School of Education graduates to prospective employers. Coordinates the certification process.

## **DOCTORAL REQUIREMENTS**

1. ***At least 90 credits*** beyond the baccalaureate degree. Total hours in a doctoral program frequently exceeds the minimum 90 credits, however, depending on individual program requirements and an evaluation of each student's learning needs.
2. ***A minimum of 45 credit hours in a Major area*** (If you have a Minor area, the minimum number of credits in your Major area is 33). Your major area is selected in consultation with your advisor and may include courses drawn from related disciplines. Dissertation hours cannot be included among credit hours comprising your major area.
3. Your ***Program of Study must include*** EDU 781 Institutions and Processes of Education, or an exemption approved by the Policy and Standards Committee. The main goal of EDU 781 is to encourage students to further develop their own historical and professional paradigms that have influenced contemporary educational thought. Therefore, students seeking exemption from EDU 781 should present evidence in a petition to the Policy and Standards Committee that they have already achieved this goal. Requirement and exemption information can be found on pg. 13.
4. Your ***Program of Study must include at least 12 hours of coursework on methods of research and/or other forms of scholarly inquiry***. Teaching and Curriculum students must take at least 15 hours of research methods courses.
5. Your ***Program of Study must include at least 9 hours of dissertation credit***.
6. ***A Minor area is optional***. If you elect to pursue a minor, you must select at least 15 hours in your minor area under the advisement of a faculty member at SU in the minor area. *You will be required to write Qualifying Exams in this area.*
7. ***Limits on transfer credit***: One-half of the credit hours submitted for your Ph.D., ***exclusive of dissertation credits***, must be taken at Syracuse University as part of your planned doctoral program. In other words, the number of course credit hours taken at Syracuse University as part of your doctoral program must be equal to or greater than those being transferred in.

### **Requirements for Courses on Methods of Research and/or Scholarly Inquiry**

***Ph.D. students are required to take at least 12 hours of research methodology courses.*** The assumption is made that those students studying for the Ph.D. will seek positions in other research universities where they will be expected to engage in their own research and/or other forms of scholarly inquiry, as well as serve on the committees of students writing dissertations. Such individuals should therefore:

- 1) Have a depth of competence in at least one research methodology, relevant to the area for which they are preparing, sufficient that they can both critique and carry out such work with facility and excellence. Their own dissertation should use that methodology. If it does not, then preparation in the dissertation's method is also necessary; and

2) Be sufficiently familiar with other methods used with some frequency in their area of expertise that they are able to appropriately critique them.

The minimal requirement of 12 research credit hours is usually met by completing EDU 603 and EDU/EDP 647, plus six additional credit hours selected to develop further expertise appropriate to your dissertation and post-doctoral work. You may select other 12 credit sequences with the written approval of your advisor, submitted for approval to the Policy and Standards Committee with a rationale which demonstrates the appropriateness and coherence of the proposed course sequence.

You and your faculty program advisor will select research methodology courses which are most appropriate for your professional goals and the nature of the field in which your degree will be awarded. The Assistant Dean will review your research methodology course selection when you file your Informal Program of Study. If your choices represent a pattern that is unusual, your advisor may be asked to submit a statement of rationale for the choices to the Policy and Standards Committee, which will review the statement and approve or deny your petition to take those courses. The following pages contain recommended research methods course sequences. Please study this carefully to plan your research methods sequence.

### ***Recommended Research Design and Methods Course Sequences***

It is expected that all doctoral students will acquire receptive literacy in quantitative and qualitative research methods and depth of knowledge in one research method.

Individual advisors and program areas may set their own additional requirements. The minimum requirement set by the School of Education is 3 research courses for Ed.D students and 4 research methods courses for Ph.D Students.

The scenarios listed below provide general models for what your research methods course sequence should look like. Courses that are bolded fulfill the depth of knowledge requirement for that research method. You will need to meet with your advisor to work out a course sequence that best serves your program needs. (CFE 600/EDU600 is a recommended prerequisite for students needing advice on what sequence to select.)

<b><i>Qualitative Emphasis</i></b>	<b><i>Quantitative: Statistical Emphasis</i></b>	<b><i>Quantitative: Design Emphasis</i></b>
<b>1. EDU 603</b> Introduction to Qualitative Research Methods; <b>2. EDU 810</b> Advanced Seminar in Qualitative Research Methods I; <b>3. EDU 815</b> Advanced Seminar in Qualitative Research Methods II; <b>4. EDU/EDP 647</b> Statistical Thinking and Applications <i>or</i> <b>EDU/EDP 737</b> , Quantitative Research Design.	<b>1. EDU/EDP 647</b> Statistical Thinking and Applications; <b>2. EDU/EDP 791</b> Advanced Seminar on Quantitative Research Methods; <b>3. COU 886</b> Multivariate Research Methods; <b>4. EDU 603</b> Introduction to Qualitative Research Methods.	<b>1. EDU/EDP 737</b> Quantitative Research Design; <b>2. EDU/EDP 647</b> Statistical Thinking and Applications; <b>3. EDU/EDP 791</b> Advanced Seminar on Quantitative Research Methods; <b>4. EDU 603</b> Introduction to Qualitative Research Methods.

## **PROCEDURES FOR Ph.D. DEGREES**

### ***Filing Your Informal Program***

During your first semester, after admission to your program, you (with the help of your faculty program advisor) should complete an Informal Program of Study form and submit a copy to an Assistant Director of Academic Advising, located in 270 Huntington Hall. The purpose of filing an informal plan so early in your doctoral career is to make sure that you have done some long-term thinking about your doctoral program before you have accumulated many course credits. Of course, this plan can and should be revised as you proceed with your studies.

In order to complete the form, you will need to meet with your faculty program advisor to determine such details as the number of courses you will be able to transfer into your program, when you will complete your core courses, what you will do for your research apprenticeship, and when you will do it, etc. ***Don't wait for your faculty program advisor to initiate a meeting about your informal plan. You should initiate this meeting.***

### ***Preliminary Review/ 45 Hour Exam***

This review and/or examination generally occurs at the end of your second semester of full-time study, or upon completion of your 45<sup>th</sup> credit hour of course work beyond the bachelor's degree (at least 15 credits must be earned at Syracuse University). Consult with your faculty program advisor as to the review procedures for your area.

### ***Filing Your Formal Program***

In the semester after your preliminary review, you must file your Formal Program Plan with the Policy and Standards Committee (via the Assistant Dean for Academic and Student Services, 270 Huntington Hall). Your Formal Plan of Study must be approved by your faculty program advisor and by the Policy and Standards Committee. If changes need to be made once the program plan is approved, it must be amended by petition (unlike the informal program plan). It is your responsibility to develop this plan in conjunction with your advisor.

### ***Syracuse University – Graduate Enrollment Management Center Residency Requirement***

The residency requirement for the School of Education is identical to the residency requirement of the Graduate School found in the *Academic Rules and Regulations section of the Syracuse University Bulletin Graduate Course Catalog*.

*“At least 50 percent of a doctoral student's planned course work (exclusive of dissertation) must be in courses offering 'residence credit' at Syracuse University. Experience credit and professional experience courses may not be included.”*

### ***School of Education Time-To-Completion Requirement***

All doctoral students are required to meet the time-to-completion of course work requirement. The time-to-completion requirement specifies the maximum elapsed time within which a matriculated doctoral student must complete the course work required for his or her doctoral program. The requirement applies to both Ed.D. and Ph.D. students. The time allowed for completion of course work is four calendar years or five calendar years depending on whether the student matriculates directly into the doctoral program after completion of the

baccalaureate degree or whether the student applies 30 or more credits from previous graduate work toward the doctoral degree. The requirement is stated as follows:

*Students holding the Master's degree* at the time of admission may or may not receive permission to transfer a significant number of credit hours to their doctoral program, and must complete all of their required course work for their degree program within **four calendar years** of the semester of matriculation into the doctoral program. It is recommended that students meet with the advisor within the first semester to discuss an informal plan on transferring credits into their academic program.

*Students admitted to a doctoral program without a Master's degree* must complete all required course work for their doctoral program (including the course work used for a Master's degree) within **five calendar years** of matriculation in the doctoral program.

*Qualifying examinations* must be attempted no later than the **semester following the last semester of course work**. The student is advanced to candidacy status upon successful completion of the qualifying examination. The *dissertation must be defended* within **five calendar years** of advancement to candidacy (completion of "qualifying examination"). The candidate is expected to maintain continuous registration until the dissertation is successfully defended.

### ***The University Continuous Registration Requirement***

The University also maintains a requirement of continuous registration during each academic semester once a student matriculates. That is, every fall and spring semester, students must be registered. Student who are in between courses, or who have completed all courses and dissertation credits, must register each fall and spring semester for GRD 998 for "0" credit hours. Online registration of GRD 998 will be accepted during regular registration periods.

Requests for a break from coursework longer than one semester or an extension of a previously granted semester **will require a leave of absence request**. See the Graduate School website for further details on applying for a leave or consult an Assistant Director of Academic Advising in the Office of Academic and Student Services, 270 Huntington Hall.

### ***Research Apprenticeship Requirement***

The purpose of the research apprenticeship is to provide doctoral students experience in conducting a significant piece of work prior to their dissertation. The project should engage students in all aspects of a research study, such as experimental design, data collection, data analysis and interpretation, and reporting. Usually this project helps students learn the research methodology necessary for their dissertation. Ph.D. students must undertake the research apprenticeship prior to beginning work on the dissertation.

The research apprenticeship is usually supervised by a sole faculty member who is either your faculty program advisor *or* another member of the faculty. It is your responsibility, in consultation with your faculty program advisor, to arrange the apprenticeship experience. Some students complete the research apprenticeship experience within the context of a regular course (in which case the course instructor may sponsor the apprenticeship). Other students contract with their sponsor for an independent study course carrying 3 to 6 hours. Still others conduct the apprenticeship without any credit hours attached to it.

A registration form for obtaining advanced agreement with your faculty program advisor and faculty research apprenticeship sponsor regarding the research apprenticeship is available in the Office of Academic and Student Services, 270 Huntington Hall. Obtaining advance agreement regarding who will sponsor your research apprenticeship and detailing authorship with that sponsor, should the research apprenticeship report be published, are important steps in the planning process. A copy of this document should remain in your department. Upon completion of the apprenticeship, the Faculty Program Advisor's Approval Form must be submitted to the Office of Academic and Student Services, 270 Huntington Hall.

### ***The Qualifying Examination***

Graduate School regulations require you to take the qualifying examinations no later than the semester before you expect to complete all degree requirements. However, students take the examination when they have completed all coursework and their research apprenticeship, but before beginning their dissertation study.

The exam is administered by the academic area faculty. You must file an application to take the exam at least two weeks prior to the administration of the exam with an Assistant Director of Academic Advising in 270 Huntington Hall. Applications will be accepted only from candidates who have filed a registered program of study in the semester prior to the administration of the examination and have submitted their research apprenticeship report.

The examination covers the major field of study (including research methodology, if relevant) and, if applicable the minor field. The examination consists of 6 half days of written examinations or the equivalent. If you declare a minor field of study, 2 half days are in the minor field and 4 half days are in the major field.

The structure of the examination, however, is variable by doctoral program, so please check with your faculty program advisor or department chair. The examination is prepared and evaluated by a faculty committee consisting of at least two faculty members, including one from the minor field of study if applicable. The Policy and Standards Committee considers examinations in the major and minor areas separately. It is possible for a candidate to pass one, but not the other. All examinations must be passed within a two-year period. If any area is failed twice, the faculty program advisor may recommend additional courses before the third trial. A candidate who fails the major or the minor area three times will be removed from the doctoral program. Your faculty program advisor must report the results of your examination to an Assistant Director of Academic Advising in the Office of Academic and Student Services, 270 Huntington Hall.

Students who pass the qualifying examination are admitted to Doctoral Candidacy status and may represent themselves as such. Typically, the letters A.B.D. after one's name represent this status to others. Doctoral candidates have five calendar years to complete and defend their dissertation research, and to complete their degree programs.

### ***Continuous Registration Requirement for Reactivated Doctoral Candidates Who Are Beyond the Five Year Term to Complete Their Requirements and Defend Their Dissertations***

Doctoral candidates who have reached the end of their five-year term for completing their dissertations, or who wish to reactivate their candidacies, must petition the Policy and Standards Committee. If an extension or reactivation is approved, they will be required to register for at least one credit hour of GRD 999 at Syracuse University each fall and spring semester until they successfully defend their dissertations. The petition approval letters sent to reactivating doctoral candidates will inform them of this policy. Students will not be cleared for graduation unless the one credit hour registration status has been maintained. Only courses that are part of the

students' program of study, or dissertation credit hours, can be used to fulfill this requirement. Students who fail to register for one credit hour each semester are at risk for being deactivated from their programs.

## **THE DISSERTATION**

***The doctoral dissertation must be developed following these guidelines.***

### ***1. The Dissertation Committee***

A dissertation committee composed of at least three SU tenure-track faculty members must be approved by the chair of your department. Your dissertation advisor does not need to be your program advisor, but at least one member of the committee must have faculty status in your program area. In exceptional cases where other persons direct the dissertation, a member of the Syracuse University faculty from the candidate's academic unit must jointly oversee the preparation of the dissertation. These cases may include faculty emeriti or other persons with outstanding qualifications in the student's area of research. In the event that your committee members are not Syracuse University faculty, you must petition for their inclusion on your committee.

### ***2. Dissertation Proposal***

After passing the Qualifying Examination, you should submit one signed cover sheet of your dissertation proposal to the Office of Academic and Student Services, 270 Huntington Hall. Your committee must meet about the proposal, approve and sign-off on the proposal before it is sent to the Office of Academic and Student Services. Approval of your proposal will be in accordance with procedures established by your program area and by the Policy and Standards Committee.

Each program area of the School of Education has developed procedures for proposal hearings appropriate to the degree sought. Since these vary from one program area to another, you should make sure that you are aware of the procedures that apply to you. What constitutes acceptable doctoral research is a question that can be addressed only with respect to specific fields of inquiry and with the guidance of scholars in those fields. It should be noted that your dissertation committee, working within the procedures approved by each program area, has the ultimate responsibility for approving the design and execution of the study as well as the dissertation describing it.

### ***3. Institutional Review Board (IRB)***

Public Law 93-348 (1974) requires that all research projects involving human subjects be reviewed by a properly constituted institutional review board. Review and approval by the IRB must occur before research can begin. IRB forms may be acquired from and submitted to the IRB Office, 116 Bowne Hall, 443-3013. Required forms, deadlines, updated policies and procedures, and additional resources can be found at: <http://orip.syr.edu>.

### ***4. Dissertation Styles***

The conventional format of dissertations submitted to the faculty in Education at Syracuse University follows the *Publication Manual* of the American Psychological Association. Manuscript form detailed in the *Chicago Manual of Style* is also approved for use by School of Education students. A summary of frequent style problems has been published by Turabian in *A Manual for Writers of Dissertations* (available at the SU Main Bookstore). Formats not specified in the references above should be approved by the Graduate Enrollment Management Center. Whatever the format, all dissertations are expected to observe the conventions of standard (edited) English.

A booklet entitled, *Format Guidelines for the Preparation of Theses and Dissertations*, prepared by the Graduate Enrollment Management Center at Syracuse University, is available online at <http://gradsch.syr.edu/assets/PDF/FormatGuidelines.pdf> and in the Office of Academic and Student Services, 270 Huntington Hall.

### 5. *Intent to Defend Notice*

File a Notice of Intent to Defend Doctoral Dissertation with the Administrative Assistant in the Office of Academic and Student Services, 270 Huntington Hall the semester before you intend to schedule the oral defense of your dissertation. (See the filing date deadlines below.) This form alerts the Office of Academic and Student Services to determine interest among the faculty in serving as a reader for your oral defense. It also alerts an Assistant Director of Academic Advising in the Office of Academic and Student Services to review your file and prepare it for clearance to allow you to proceed with the oral defense. This form must be signed by your dissertation advisor to indicate that the committee feels you will be ready to defend your document.

#### ***IMPORTANT FILING DATES***

<b><u>SEMESTER OF DEFENSE</u></b>	<b><u>INTENT TO DEFEND MUST BE FILED BY</u></b>
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FALL	AUGUST 15TH
SPRING	DECEMBER 15TH
SUMMER	APRIL 15TH

### 6. *Request for Examination*

When your dissertation is approved by your dissertation advisor and every other member of your committee, and no later than five weeks before your defense date, the dissertation advisor should contact the Associate Dean to request readers. Your dissertation committee advisor coordinates the time and date of the oral defense with your committee members and the readers. Submit the Request for Oral Examination form **no later than four weeks** prior to your chosen defense date to the Administrative Assistant in the Office of Academic and Student Services, 270 Huntington Hall. In addition to providing the members of your committee with a completed copy of your dissertation, you will also need to provide **three completed copies** to the Administrative Assistant in the Office of Academic and Student Services, 270 Huntington Hall, no later than **three weeks** before your defense date to allow time for review by the readers. See the checklist in this book for further details.

The Associate Dean appoints two faculty members from outside of your program area to serve as readers of the dissertation. Readers submit written reviews 48 hours before the scheduled oral examination. One copy of the reader's review goes to the Administrative Assistant in the Office of Academic and Student Services, 270 Huntington Hall, and one copy goes to your dissertation advisor who will share it with you and your whole committee. The Associate Dean will also appoint the chair of the oral examination.

You are evaluated on your dissertation and on your field of specialization by the three members of your committee and the two readers. Your dissertation is successful if the majority of the committee approves your defense. One of the affirmative votes must come from a reader. No more than one person can dissent. Usually the Graduate School representative does not vote on the oral examination.

It is not unusual for candidates to be passed with the provision that the dissertation committee supervise the corrections or additions to the final draft of the dissertation. *Corrections to the dissertation for acceptance must be completed and approved two weeks prior to your proposed graduation date or date as determined by the Graduate School.*

The Chair of the Oral Defense will notify the Graduate Enrollment Management Center of the results of the Oral Defense. However, in order to facilitate the completion of your academic records in the School of Education, contact the Office of Academic and Student Services, 270 Huntington Hall, with the results of the Oral Defense upon completion.

## **7. Final Submission of Your Dissertation**

**One complete copy**, submitted on a CD of the approved version of your dissertation, along with its abstract, signed by your advisor, must be submitted to Graduate Enrollment Management Center, 303 Bowne Hall, prior to the final day of the graduation period. The abstract must not exceed 350 words. Consult with the Office of Academic and Student Services or the Graduate Enrollment Management Center for semester deadlines.

You must pay a fee to the Bursar's Office to cover the cost of publishing the abstract in *Dissertation Abstracts*, and microfilming the entire dissertation. One positive microfilm copy is sent to the Library of Congress and a second positive copy is sent to Syracuse University's Bird Library. The microfilm negative is kept in the archives of *University Microfilms*, Ann Arbor, Michigan. The original copy of the dissertation is bound and kept in Bird Library. ***You will not be cleared for graduation until these requirements are met!***

### **Dissertation Defense Procedures**

\_\_\_\_\_ **INTENT TO DEFEND NOTICE** filed with the Administrative Assistant in the Office of Academic and Student Services, 270 Huntington Hall the semester before you intend to defend.

\_\_\_\_\_ **Five weeks prior to oral defense**, the dissertation advisor should contact the Associate Dean to request readers.

\_\_\_\_\_ **REQUEST FOR EXAM** filed with the Administrative Assistant in the Office of Academic and Student Services, 270 Huntington Hall 4 weeks before scheduled defense.

\_\_\_\_\_ **THREE COPIES OF DISSERTATION** to the Administrative Assistant in the Office of Academic and Student Services, 270 Huntington Hall 3 weeks before defense; distribute 3 additional copies to your committee members.

\_\_\_\_\_ **Before Defending** contact the Graduate Enrollment Management Center (315/443-4492) for your microfilming contract and fee information.

\_\_\_\_\_ **Defend successfully!**

\_\_\_\_\_ **NOTIFY** the Office of Academic and Student Services, of the results of the Oral Defense

\_\_\_\_\_ **ONE FINAL, SIGNED COPY OF DISSERTATION** and its abstract delivered to Graduate Enrollment

Management Center before final day of semester as designated by that office. Also, **COMPLETE MICROFILM CONTRACT AND STUDENT SURVEY** at the Graduate Enrollment Management Center (303 Bowne Hall). ***You will not be cleared for your degree until you have completed this step.***

### ***EDU 781 Requirement and Exemption Guidelines***

A. Students should demonstrate knowledge of different models of desirable professional practice in education. Relevant topics include:

1. Models of the professions and their place in society
    - a. the social meaning of the professions
    - b. the relationship between theory and practice
    - c. the nature of the client-professional relationship
    - d. the professional's role in society
    - e. the institutional contexts conducive to professional practice
  2. Political, social, and moral ideals that are used to guide and justify professional activity in education
  3. Competing paradigms in the student's own area of expertise or in education more generally
- This knowledge of alternative models may be developed through historical case studies, comparative analysis, or close examination of disputes within the student's area of expertise, or preferably, through a combination of these ways. Through these studies, a student should develop a critical perspective about professional practice in education.

B. Students should develop their own point of view in relationship to the alternatives described in the first objective and should be able to apply their views to the analysis of problems within their own areas of expertise or in education generally.

C. Students should demonstrate knowledge of the cultural, historical, and professional contexts that have influenced the models referred to in the first two objectives.

In terms of traditional subjects of study, the student might show that these objectives have been met by pointing to work in philosophy of education, comparative education, and political and social philosophy. It would, of course, not be necessary to have taken courses specifically focused on these areas. Students might have done relevant work as units in a variety of courses. Course syllabi and/or papers written by the student might be used to demonstrate mastery of the objectives. Students who believe that they qualify for exemption under these guidelines should submit their petitions and supporting materials to the *Policy and Standards Committee*, which will evaluate each case.

## **SELECTED SYRACUSE UNIVERSITY POLICY STATEMENTS**

### ***Academic Integrity Policy***

As a member of the School of Education and of the Syracuse University community, you are expected to show exceptional integrity in your academic work and to adhere to University-wide academic integrity standards and policies. The University's Academic Integrity Office (AIO) oversees academic integrity policy and mandates procedures and sanctions when violations have occurred. Actions constituting violations arise in situations involving the use of sources (plagiarism), course work and research, communications with instructors, and representation and materials misuse. Examples of violations include giving or receiving aid in an exam or where otherwise prohibited, fraud, plagiarism, the falsification or forgery of any record, dishonesty in requests for make-up exams and deadlines for papers, or any other deceptive act in connection with academic work. As a student here, you must begin to take responsibility for understanding the nature of academic integrity. You can begin by referring to <http://academicintegrity.syr.edu> for links to the policies. And, as always, be conscientious about your work. Take credit for work that you have done, allow others to take credit for their work, do not take ideas and work without giving credit, and do not cheat. In any situation where someone else is trying to compromise your integrity, use your own judgment and conscience.

### ***Nonconsensual Sexual Activity and Sexual Harassment***

Syracuse University is committed to maintaining an environment free from all exploitation and intimidation. The University will not tolerate rape, sexual assault, sexual harassment, or other forms of nonconsensual sexual activity. Nonconsensual sexual activity includes the following:

- Any form of nonconsensual sexual intercourse committed against the will of the victim. The type of force used may involve physical violence, coercion, threat of harm, or intimidation, actual or implied. Sexual intercourse can involve oral, anal or vaginal penetration.
- Any actual or attempted nonconsensual sexual activity, including attempted intercourse, sexual touching, exhibitionism, or sexual language of a threatening nature.

## *Syracuse University Code of Student Conduct*

### **CODE OF STUDENT CONDUCT**

Students at Syracuse University are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University community.

Syracuse considers the following behavior, or attempts thereof, by any student, or student organization, whether acting alone or with any other persons, to violate the Code of Student Conduct:

- 1) Physical harm, or threat of physical harm to any person or persons, including but not limited to: assault, sexual abuse or other forms of physical abuse.
- 2) Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as "fighting words", and likely to cause an immediate breach of the peace.
- 3) Conduct which threatens the mental health, physical health, or safety of any person or persons including but not limited to: hazing, drug or alcohol abuse, and other forms of destructive behavior.
- 4) Academic dishonesty, including but not limited to: plagiarism and cheating, and other forms of academic misconduct, for example; misuse of academic resources or facilities; misuse of computer software, data, equipment, or networks.
- 5) Intentional disruption or obstruction of lawful activities of the university or its members including their exercise of the right or assemble and to peacefully protest.
- 6) Theft or damage to personal or university property or services and illegal possession or use of the same.
- 7) Forgery, alteration, fabrication or misuse of identification cards, records, grades, diplomas, University documents, or misrepresentation of any kind to a University office or official.
- 8) Unauthorized entry, use, or occupation of University facilities that are locked, closed or otherwise restricted as to use.
- 9) Disorderly conduct including but not limited to: public intoxication, lewd, indecent, or obscene behavior, libel, slander, and illegal gambling.
- 10) Illegal purchase, use, possession or distribution of alcohol, drugs or controlled substances.
- 11) Failure to comply with the lawful directives of the University officials who are performing the duties of their office, especially as they are related to maintenance of safety or security.
- 12) Unauthorized possession or use of firearms, explosive devices, fireworks, dangerous or illegal weapons or hazardous materials.
- 13) Interference with or misuse of fire alarms, blue lights, elevators or other safety and security equipment or programs.
- 14) Violation of any federal, state, or local law which has a negative impact on the well-being of Syracuse University or its individual members.
- 15) Violation of University policies, rules, or regulations that are published in the Student Handbook, or any other official University publications or agreements.

Culpability is not diminished for acts in violation of this Code that are committed in ignorance of the Code, or under the influence of alcohol, illegal drugs, or improper use of controlled substances.

## **ADDITIONAL INFORMATION**

### ***Important Telephone Numbers***

#### **School of Education**

Dean's Office	443-4752
Academic and Student Services Office	443-9319
Assistant Dean for Academic and Student Services	443-2506
Assistant Director of Academic Advising (last names beginning A-L)	443-2526
Assistant Director of Academic Advising (last names beginning M-Z)	443-9320
Coordinator of Career Services and Certification	443-4759
Graduate Admissions Recruiter	443-2505

#### **Program Areas**

Counseling and Human Services	
Counselor Education	443-2266
Rehabilitation and Community Counseling	
Rehabilitation Counseling	
Community Counseling	
School Counseling	
Student Affairs Counseling	
Cultural Foundations of Education	443-3343
Exercise Science	443-2115
Higher Education	443-4763
Instructional Design, Development & Evaluation	443-3703
Reading and Language Arts	443-5672
English Education	
Literacy Education	
Teaching English Language Learners	
Teaching and Leadership	
Art Education	443-2355
Early Childhood Special Education	443-9650
Childhood Education	443-2685
Inclusive Special Education: 1-6	443-1121
Inclusive Special Education: 7-12	443-1465
Inclusive Multiple/Severe Disabilities	443-9659
Mathematics Education	443-1483
Music Education	443-5896
Science Education	443-2586
Social Studies Education	443-9077

**Syracuse University**

Main information number 443-1870  
Department of Public Safety 443-2224  
**EMERGENCY** (from campus phone only) 711  
(see Syracuse University directory for complete listings)

**City of Syracuse**

Fire or Police (**EMERGENCY**) 911

**LINKS FOR SOE STUDENTS**

- *New York State Department of Education/* <http://www.nysed.gov/tcert/>
- *Status of your NYS certification application/* <http://ohe33.nysed.gov/tcert/teach/>
- *NYS Teacher Certification Exams/* [www.nystce.nesinc.com](http://www.nystce.nesinc.com)
- *Teacher certification in states other than NY/* [www.uky.edu/education/tep/usacert.html](http://www.uky.edu/education/tep/usacert.html)
- *IRB information and forms/* <http://orip.syr.edu>
- *Maps of Syracuse University/* <http://www.syr.edu/syracwis/imagerep/maps/>

**WHERE TO FIND FORMS  
REFERRED TO IN THIS BOOK**

***The following information and forms referred to in The Orange Book can be obtained in the Office of Academic and Student Services, 270 Huntington Hall:***

- Application for Intensive Exam or Portfolio Review
- Diploma Request Information
- Dissertation Proposal Sample Cover Page
- Doctoral Checklist
- Education Career Services Brochure
- Formal Program of Study
- Format Guidelines for Theses and Dissertations
- Informal Program of Study
- Intent to Defend Notice
- Official Withdrawal/ Leave of Absence
- Petition to the Faculty
- Practicum Registration
- Qualifying Examination Registration
- Request for Oral Examination
- Research Apprenticeship Registration Form

***Important Note: The Orange Book is a guide for matriculated School of Education students.***

The information concerning academic requirements, courses, and programs of study contained in this publication does not constitute an irrevocable contract between the student and the University. The University reserves the right to change, discontinue, or add academic requirements, courses, and programs of study without notice, although every effort will be made to inform students in a timely manner. It is the responsibility of the individual student to confirm that all appropriate degree requirements are met.

Following is a checklist of the specific requirements you will need to fulfill, followed by a detailed explanation of each step on subsequent pages. The items on this checklist appear in the order in which they should be completed.

## **DOCTORAL CHECKLIST**

(Keep this for your records. As requirements are met, this same sheet is completed by the Office of Academic and Student Services in 270 Huntington Hall.)

**Name** \_\_\_\_\_ **SU ID #** \_\_\_\_\_

**Address** \_\_\_\_\_ **Student e-mail address** \_\_\_\_\_

\_\_\_\_\_ **Student Cell Phone #** \_\_\_\_\_

**Program Advisor** \_\_\_\_\_ **Dissertation Advisor** \_\_\_\_\_

\_\_\_\_\_ **Official undergraduate and graduate transcripts**  
(degree bearing and transfer credits listed on your program plan)

\_\_\_\_\_ **Informal Program:** copy from advisor to the office of Academic and Student Services

\_\_\_\_\_ **Preliminary Memo:** from advisor to the Office of Academic and Student Services (after 45 hour review)

\_\_\_\_\_ **Formal Program:** original submitted to the Office of Academic and Student Services for final approval  
Approval letter and copy of the formal program will sent to the department and student

\_\_\_\_\_ **Ph.D. Research Apprenticeship /Ed.D. Practicum:** registration form sent to Academic & Student Services  
Submit IRB approval letter, if needed for research and/or practicum

\_\_\_\_\_ **Register to take Qualifying Exam:** no less than 2 weeks before the exam

\_\_\_\_\_ **Qualifying Exam:** results to the Office of Academic and Student Services (per memo from advisor)  
Note: you have 5 years from completion of exam to completion of your program

\_\_\_\_\_ **Dissertation Proposal:** file one signed cover sheet with the Office of Academic and Student Services  
IRB approval letter if proposal is needed for dissertation research

\_\_\_\_\_ **Intent to Defend** to be filed with the Assistant Dean's secretary the semester before defense

\_\_\_\_\_ **Request for Examination form:** to be filed with the Assistant Dean's secretary 4 weeks before  
defense date

\_\_\_\_\_ **Diploma Request** (student completes electronically on MySlice)

\_\_\_\_\_ **Three copies of dissertation:** to the Assistant Dean's Secretary 3 weeks before defense

\_\_\_\_\_ Submit **cover page of dissertation signed by your advisor** to the Office of Academic and Student Services

\_\_\_\_\_ Submit **final revised and signed version of dissertation** to 107 Steele Hall