Ph.D. Program Review

&

Qualifying Examination Procedures

Bilingual/Bicultural Education

Department of Curriculum and Instruction

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Ph.D. Program Review and Qualifying Examination Procedures
Multilingual Studies: Bilingual Education

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First Review

Purpose

1. To monitor and evaluate the student's progress in the doctoral program;

2. To evaluate the student’s ability to conceptualize complex issues and to write coherently on research topics of interest;

3. To advise the student on planning his/her program of study.

Scheduling

The first review will be scheduled when the student has completed at least 18 hours of graduate credit at The University of Texas at Austin. Normally this review will occur during the third semester of residence for a full-time student, or at the end of two full semesters and a summer session for a full time student.

Transfer students will be reviewed when they have completed at least 18 hours of C&I graduate courses at University of Texas at Austin.

Review criteria

The review will be based upon performance in the first 18 hours of graduate work. The following criteria will be considered:

- A grade point average of at least 3.0 maintained over the 18 hours.
- At least one course in research methodology taken during the first 18 hours at The University of Texas (to be ensured by the Program Adviser).
- No more than one (1) Credit/No Credit course taken in the initial 18 hours.

Procedures

A subcommittee of the faculty members in Bilingual/Bicultural Education will conduct the First Review.

Students are required to present for review:
• Examples of written work, e.g., research papers, essays submitted for coursework at UT Austin.

• A proposed plan/rationale for courses to be taken. In addition to the required courses outlined in the Ph.D. Guidelines, a rationale for the proposed courses to be taken in the Second Area of Specialization is particularly important.

• A timeline for completing all coursework.

Decisions

Decisions will be made by consensus of the subcommittee as to whether the student is to be recommended for continuation, probation, or termination from the program.

Probation conditions will be specified by the Area faculty on an individual basis. It is expected that conditions will entail such prescriptions as specific coursework, independent readings, etc.

Dismissal options will follow the procedures of The Graduate School.

Reporting Procedures

The subcommittee will inform the student of the results of the First Review immediately after a decision has been reached.

The Program Adviser will then report results of deliberation to the C & I Graduate Adviser’s office.

Mid-Program Review

Purpose

1. To monitor and evaluate the student's progress in the doctoral program;

2. To advise the student on planning his/her program of study.

Scheduling

A subcommittee of Area faculty members will conduct the Mid-Program Review after a student has completed 27 - 36 hours of coursework.

Each student will schedule the Mid-Program review in consultation with the Program Adviser at a convenient time for the student and the Review Committee members.
Procedures

Students will complete a study (or series of studies) under the direction of a member of the Area faculty. The study should not be completed as part of an assignment for an organized course, but rather under the auspices of an individual instruction course, such as Independent Study (EDC 396V) or Directed Research (EDC 396T). Ideally, the study should be directly related to the student’s eventual dissertation.

A written report of that study in a format determined by the Area faculty (see "Format of Research Report" section below) will be submitted to a subcommittee of the Area for review and reaction.

The report will then be reviewed in an interview format consisting of a presentation, followed by discussion and questions.

The interview will be primarily related to the content of a research paper, but may also consider the student’s progress in the program, plans for the Qualifying Examination, and remaining coursework.
Research Report

The Area faculty member with whom the student is working must approve format, length, and type of research.

Review Criteria

Area faculty will judge the research report based on a range of criteria, such as importance of the research question(s), appropriateness and rigor of the methodology, significance of the study, appropriateness of the literature review, and scholarship of presentation.

Split decisions or ambiguity of judgment may necessitate review of the research report by an additional faculty member selected by the committee.

Decisions

The Mid-Program Review will result in one of several decisions.

A decision of Pass means the student will be invited to continue work in the program as planned. A decision of Pass typically will also include a recommendation to the Graduate Adviser that the student may proceed with the Qualifying Exams at the appropriate time.

A decision of Pass with Conditions means the student will be allowed to continue work in the program as long as certain conditions are met. The imposition of these conditions is intended to help the student strengthen areas that are of concern to the faculty (e.g., additional research coursework, additional involvement in research projects). A decision of Pass with Conditions may include a recommendation to the Graduate Adviser that the student should not proceed with the Qualifying Exams until certain conditions are met.

A decision of Fail will carry the recommendation that the student be dropped from the program or that the student redo the Mid-Program review. In the case of a recommendation to redo, the student will be given specific suggestions on how to strengthen areas of weakness. A dismissal recommendation will be exercised with strict adherence to the guidelines of the Graduate School.

Reporting Procedures

Students will be informed by the Area faculty of the results of the Mid-Program Review immediately following the formal presentation to the faculty subcommittee.

The Bilingual/Bicultural faculty will then report results of deliberation to the Graduate Adviser’s office.
Qualifying Examination

To be admitted for candidacy for the Ph.D., students are evaluated by the faculty in their program area through a two-part written examination followed by a scheduled oral defense of the written examination.

Purpose

• To evaluate the student's understanding of content important to the field of Bilingual/Bicultural Education;

• To evaluate the student's understanding of the processes of research related to the field of Bilingual/Bicultural Education;

• To evaluate the student's preparedness to conduct a dissertation study.

Qualifying Examination Committee Constituency

The Qualifying Examination Committee will consist of a chairperson and three other faculty members formed within the following guidelines:

• The chair or one of two co-chairs must be from Bilingual/Bicultural Education.

• One member of the committee must be from another department. (The outside member may be from another institution.)

• Remaining members should be from the C & I Graduate Studies Committee.

At least one member of the Qualifying Examination Committee should be retained as a member of the student’s Dissertation Committee.

Components of the Qualifying Examination

Qualifying Examinations consist of three parts: Part A) a four-hour Comprehensive Examination related to broad knowledge of C&I as it relates to Bilingual Education; Part B) a four-hour Specialization Examination related to the student’s areas of expertise and research interests, especially regarding the proposed dissertation topic; and Part C) a two-hour Oral Defense in which the student elaborates or justifies the written examination.

Description of the Qualifying Examination Components

The Qualifying Examination is prepared by the student’s Candidacy Committee and consists of three parts (A, B, and C)

Part A is a four-hour examination reflecting the knowledge structure of the four areas of Curriculum & Instruction (listed below) as they relate to Bilingual Education. At least one question will be drawn from each area.
Part B is a four-hour examination related to the student’s proposed dissertation topic. Of the 5 questions presented, the student must respond to four, then be prepared to address the unanswered question in the Part C oral exam.

Part C is a two-hour oral examination conducted by the student’s Qualifying Examination Committee. (See "Evaluating the Qualifying Examinations" below.) The written examinations will serve as the basis for the oral defense.

Scheduling the Written Exams

Step 1: Student will schedule the Qualifying Examination when most of the coursework has been completed (or during the semester prior to the completion of all course work).

Step 2: When students are ready to begin Qualifying Examinations, they should choose the Qualifying Examination Committee which will supervise them through all three parts (A, B, C). NOTE: Because a smooth transition from Qualifying Examination Committee to Dissertation Committee is desirable, the Graduate Adviser recommends that as students choose members for the Qualifying Examination Committee, they should bear in mind the Graduate School’s requirements for membership on the Dissertation Committee (please refer to the Office of Graduate Studies online candidacy application and instructions).

Step 3: When students have secured agreement of four faculty members to serve on the Qualifying Examination Committee, they obtain from the Graduate Coordinator the following two forms: 1) Intent to Take C&I Doctoral Qualifying Exam, and 2) Program of Work for Bilingual/Bicultural Education. The Intent form secures dates and times for scheduling the exams, and asks for a declaration of Qualifying Examination Committee members. The Program of Work form follows the guidelines of: Bilingual/Bicultural Education, and must be word-processed. Both the Intent form and the Program of Work should be returned to the Graduate Coordinator in Sánchez Building (SZB) 406 no later than two weeks before Part A is to be taken.

Step 4: The Graduate Coordinator will then send to members of the Qualifying Examination Committee a memo officially appointing them, a call for questions, and a copy of the student's Program of Work. For the Comprehensive and Specialization Examinations (Parts A & B), the chair of the Qualifying
Examination Committee will confer with the committee members on the nature and number of questions for each part of the examination. The committee chair is responsible for preparing the examination and delivering an electronic copy to the Graduate Coordinator at least two days before the examination is to take place.

**Step 5:** On the day of the written exams, student should report to the Graduate Coordinator who will accompany the student to the exam room and provide a paper copy of exam questions. Student will choose a computer (Mac or PC) to word process responses for Parts A & B. In case needed, scratch paper and pencils are provided, as are a dictionary and thesaurus. Students may only bring food and drink into the exam room. Backpacks, purses and cell phones must be left with the Graduate Coordinator during the exam.

**Step 6:** After completing each examination, the Graduate Coordinator will retrieve the responses from the exam computer. A copy of the entire examination will be sent to each Qualifying Examination Committee member and to the student.

**Scheduling the Oral Defense**

For the Oral Defense (Part C), it is the student's responsibility to schedule a two-hour block of time on a date agreeable to all members of the Candidacy Committee. When the date and time are firm, the student notifies the C&I Graduate Coordinator, who will send a written notice of date, time, and place of the Oral Defense to each committee member and to the student (usually at the same time Parts A and B responses are sent).

It is advisable to schedule the Oral Defense approximately two or three weeks after Part B to allow the Graduate Coordinator opportunity to disseminate the entire examination and the committee time to review the written responses.

**Evaluating the Qualifying Examinations**

The entire written Qualifying Examination (Parts A and B) will be read and evaluated by the Qualifying Examination Committee, who will be asked to judge the adequacy of the written answers.

**Decisions**

A decision to pass the student on both the Comprehensive and Specialization Exams, and the Oral Defense (Parts A, B, and C) means the student will be allowed to advance to candidacy.

A decision to pass with conditions means the student will be allowed to advance to candidacy as soon as specified conditions are met. The imposition of these conditions is intended to help the student strengthen possible areas that are of concern to the faculty (e.g., additional research coursework, additional involvement in research projects, additional courses in content areas). The Qualifying Examination Committee chair is usually responsible for monitoring student work on the conditions set.
A decision to fail will carry the recommendation that the student be dropped from the program or that the student retake one or all parts of the Qualifying Examination. In the case of a recommendation to retake, the student will be given specific suggestions on how to strengthen areas of weakness.

**Reporting Procedures**

A student is told following the Oral Defense whether he or she is being recommended for advancement to candidacy without conditions, advancement with conditions, asked to retake the examination in total or in part, or dropped from the program. One retake is permitted according to Graduate Studies Committee policy.

The Qualifying Examination Committee Chair will then report results of deliberation to the C & I Graduate Adviser. When the student is recommended for advancement to candidacy, the Graduate Studies Committee in C&I votes on the recommendation. The C & I Graduate Coordinator will then notify the student of the results and guide the preparation and submission of candidacy application.