Curriculum & Instruction
Physical Education Teacher Education Program (PETE)
Doctor of Philosophy (Ph.D.) Degree Plan Checklist

The purpose of this document is to provide you with a comprehensive list of all degree requirements to complete the PhD program in Physical Education Teacher Education (PETE) at The University of Texas at Austin. At first glance, the contents may suggest that this is the only way to secure your degree; in reality, each PhD student has his/her own personally designed program. Only a few students will complete the degree program in the outlined sequence, which is specifically designed for fulltime graduate students, who wish to complete their degree in three years and two summers of enrollment. Please feel free to contact Dr. Xiaofen Keating, graduate coordinator of the PETE program with questions (xk93@austin.utexas.edu).

Application Process

_____ 1. Apply to Physical Education Teacher Education Program
   a. Complete application (www.edb.utexas.edu/education/departments/ci/studentinfo/pstudents/grad/application/).
      Fall enrollment – Deadline is December 15 (Note: Rolling admission is accepted, but if the
      application is submitted after December 15th, it is unlikely that you will receive financial
      support)
   b. Submit test scores (Graduate Record Examination (GRE) and Test of English as Foreign
      Language (TOEFL), if an international student.
   c. Submit transcripts.
   d. Develop and submit supplemental materials (i.e., statement of purpose, resume or curriculum
      vita, and three letters of recommendation).
   e. If you are an international student, you will also need to complete the Certification of Financial

_____ 2. Contact Stephen Flynn (sflynn@mail.utexas.edu) to confirm that your application is complete and
under review. Your application will first be reviewed by the PETE faculty and then by the graduate
school before institutional and degree program acceptance can be secured.

_____ 3. Review the expertise of the PETE faculty and contact one or two faculty members who are aligned
with your research interests (http://www.edb.utexas.edu/education/departments/ci/programs/pete/).

Acceptance into the University of Texas at Austin and the PETE Degree Program

_____ 1. Upon receipt of your letter of acceptance, you may want to schedule a campus visit to meet
with the faculty and current graduate students to begin your transition to the University of
Texas at Austin.

_____ 2. Contact Dr. Xiaofen Keating (xk93@austin.utexas.edu) to confirm your interest in attending.

_____ 3. International students need to schedule an Oral English Proficiency Assessment
   (http://www.utexas.edu/student/esl/ita/prepassessment.html) in order to accept a teaching assistantship. This
   webpage also contains a tutorial on how to prepare for this assessment.

_____ 4. Upon your acknowledgement and enrollment at the University of Texas, you will receive a
   tuition bill for your incoming semester. To arrange your financial aid you must contact student
   accounts receivable in the MAI 4 building (512.475.7777).
5. In consultation with Dr. Keating and any other PETE faculty members who you have identified that you wish to work with, select courses to register for during the semester of admittance. You will need to request that the advising bar be lifted before you can register for courses.

6. If attempting to transfer course credit from another institution, check with Dr. Keating and your academic adviser to determine which courses are eligible for transfer.

Program of Studies

First Semester or Credit Hours 1-12:

1a. Enroll in at least one course (i.e., EDC 381R: Introduction to Systems of Human Inquiry and EDC 382R: Fundamentals of Statistics or EDP 371, EDP 380E or an advisor approved statistics course brought from another institution,) from the research sequence, if possible.

1b. Enroll in at least one course from the PETE program of studies (see PETE Specialization requirements).

1c. If you are a teaching assistant, you will need to enroll in EDC 398T: Supervised Teaching in Curriculum and Instruction.

1d. Participate in EDC 185G: Graduate Seminar (1 credit hour). In fulfillment of the degree requirements, you will need to take a total of 12 hours in Directed Research. Up to three hours of graduate seminar may be applied to this requirement.

* You will need to request that the advising bar be lifted before you can register for courses.

2. Get to know the faculty members by volunteering to assist with their research.

3. Attend a professional conference during the first year of the program. Contact a faculty member about possibly conducting a presentation at a professional conference or development workshop. You are required to attend at least one professional conference during your first year of graduate school. You may apply for travel monies, if you have a presentation on the program.

4. Create a curriculum vita. Begin developing your professional portfolio by gathering artifacts (i.e. conference programs, coursework assignment, evidence of journal submissions, additional training or certification, etc.) related to your coursework, volunteerism, research, professional development.

5. Regularly attend professional presentations and meetings (i.e. Alderson lecture in the Department of Kinesiology an Health Education, held the final Friday of each month; Department of Curriculum and Instruction announced lectures; community events for Active Life; attend a meeting for the Austin Association of Physical Education and Recreation monthly meetings, held every first Wednesday of the month see http://www.austinisd.org/community/partnerships/aaper/index.phtml).
Second Semester or Credit Hours 13 - 24:

_____ 1a. Enroll in at least one course (i.e., EDC 386R: Introduction to Qualitative Research and EDC 382R: Fundamentals of Statistics or EDP 371, EDP 380E or an adviser approved statistics course brought from another institution, if not already completed) from the research sequence, if possible.

_____ 1b. Enroll in at least one course from the PETE program of studies (see PETE Specialization requirements).

_____ 1c. Participate in EDC 185G: Graduate Seminar (1 credit hour). In fulfillment of the degree requirements, you will need to take a total of 12 hours in Directed Research. Up to three hours of graduate seminar may be applied to this requirement.

_____ 1d. Additional credit hours can be taken from the Foundation Requirements (EDC 380F, EDC 381F, EDC 383F) or as EDC 396T Directed Research.

* You will need to request that the advising bar be lifted before you can register for courses.

_____ 2. Work with a faculty member to submit an abstract or proposal to present at a major conference.

_____ 3. Attend a professional conference, if you have not already done so for this academic year. Contact faculty about possibly conducting a presentation at a professional conference or development workshop. You are required to attend at least one professional conference during your first year of graduate school. You may apply for travel monies, if you have a presentation on the program.

_____ 4. Update your curriculum vita and professional portfolio.

_____ 5. Regularly attend professional presentations and meetings (see examples on page 2).

Post 18 Credit Hours:

Once 18 credit hours have been successfully completed, request and submit your material for your first year review before May 20th for a June review. A student, with the support of an academic adviser or mentoring faculty member, may petition for an alternative time/date that suits their course of study.

_____ Complete the Request for First Year Review form and submit it to Dr. Keating.

Also, submit the following information:

_____ A list of all courses completed at the University of Texas, with grades noted

_____ Curriculum vita

_____ A one-page written summary of your academic and experiential background

_____ A one-page written statement of your career goals and plan for engagement in research

_____ One example of a research abstract, grant proposal submission, publication, or course assignment
Third Semester or Credit Hours 24 - 33:

_____ 1a. Enroll in at least one course (i.e., EDC 385R: Introduction to Quantitative Research) from the research sequence, if possible.

_____ 1b. Enroll in at least one course from the PETE program of studies (see PETE Specialization requirements).

_____ 1c. Participate in EDC 185G: Graduate Seminar (1 credit hour). In fulfillment of the degree requirements, you will need to take a total of 12 hours in Directed Research. Up to three hours of graduate seminar may be applied to this requirement.

_____ 1d. Additional hours can be taken in electives (outside of the department), in EDC 396T Directed Research, or in fulfillment of the Foundation Requirements (EDC 380F, EDC 381F, EDC 383F).

_____ 2. Collaborate with a faculty member on a research or service project.

_____ 3. Regularly attend professional presentations and meetings (see examples on page 2).

Post 27 Credit Hours:
Once 27 credit hours have been completed and before 57 credits have been secured, schedule your mid-program review before September 15th for an October review or before March 15th for the April review. A student, with the support of a mentoring faculty member, may request to have this review at a more appropriate time/date.

_____ Complete the Request for Mid-program Review form and submit it to Dr. Keating.

Also, submit the following information:
_____ a. A list of all courses completed at the University of Texas, with grades noted
_____ b. Curriculum vita
_____ c. A portfolio documenting their research activities completed during enrollment in the doctoral program.
_____ d. Prepare a 15 minute oral report to be presented to the faculty review committee

Review Criteria:

- Grade point of at least 3.0 over 18 hours. Any grades lower than a B are subject to further review
- Successful completion of at least one research course
- A minimum of at least nine (9) hours in PETE coursework
- No more than three (3) semester hours taken Credit/No Credit in the initial 18 hours
- At least one (1) abstract or proposal submitted to a professional conference
- Attend at least one professional conference
- At least 20 hours of engagement in research

Review Criteria:

- Grade point of at least 3.0 over 18 hours. Any grades lower than a B are subject to further review
- Decisions include: (a) Pass (you will continue work in your program as planned); (b) Pass with Conditions (you will be allowed to continue your work in the program as long as these conditions are met); and (c) Dismissal (you will be dropped from the program)
Fourth Semester or Credit Hours 34 - 43:

_____1a. Enroll in at least one course (i.e., EDC 387R: Advanced Quantitative Research or EDC 388R Advanced Qualitative Research) from the research sequence, if possible

_____1b. Enroll in at least one course from the PETE program of studies (see PETE Specialization requirements).

_____1c. Participate in EDC 185G: Graduate Seminar (1 credit hour). In fulfillment of the degree requirements, you will need to take a total of 12 hours in Directed Research. Up to three hours of graduate seminar may be applied to this requirement.

_____1d. Additional hours can be taken in electives (outside of the department) or in EDC 396T Directed Research or Foundations Requirements.

_____2. Collaborate with a faculty member on a research or service project.

_____3. Regularly attend professional presentations and meetings (see example on page 2).

Fifth Semester or Credit Hours 44 - 53:

_____1a. Enroll in at least one course (i.e., an Advanced Statistics course that aligns with your research needs or an advanced Qualitative course aligned with your data collection needs) and EDC 396T: Direct Research in Curriculum and Instruction) from the research sequence.

_____1b. Enroll in at least one course from the PETE program of studies (see PETE Specialization requirements).

_____1c. Enroll in EDC 699R (first semester in candidacy) or EDC 699W (after the first semester of candidacy) for 6 credit hours.

_____1d. Participate in EDC 185G: Graduate Seminar (1 credit hour). In fulfillment of the degree requirements, you will need to take a total of 12 hours in Directed Research. Up to three hours of graduate seminar may be applied to this requirement.

_____2. Collaborate with a faculty member on a research or service project.

_____3. Regularly attend professional presentations and meetings (see examples on page 2).

Post 60 Credit Hours or when nearly all of your coursework has been completed.

Candidacy Examination and Review

_____1a. Complete the Request for Candidacy Examination Review form and submit it to Dr. Keating.

_____1b. Student selects a dissertation chair and together they select a candidacy review committee consisting of five faculty members. At least two members will be PETE faculty members. At least one committee member must be from outside the department.

_____1c. When students have secured agreement of five faculty members to serve on the Candidacy Examination Committee, they pick up from the Graduate Coordinator in SZB 406 the following two forms: 1) Intent to Take C&I Doctoral Candidacy Exam, and 2) Program of Work. The Intent form asks for a listing of the names of the Candidacy Examination Committee members. The Program of Work form is to be completed by typing or word processing. Both the Intent and Program of Work form should be returned to the Graduate Coordinator before qualifying exams.
1d. Submit committee paperwork to the Graduate School for Approval.

1e. The Graduate Coordinator will then send a memo appointing the Candidacy student’s Program of Work. The Graduate Coordinator will oversee the Candidacy Examination process.

1f. Schedule and complete the candidacy exam. Each member of the committee will submit one question to the designated chair of the student’s committee. The questions relate more specifically to the student’s areas of expertise, interest, and research. The student will respond to four of the five questions during the allotted time (four hours). During this Review, faculty members will discuss and assess the quality of the student’s work on the written exam; review the student’s coursework and research papers; offer suggestions, answer questions, and make recommendations. The overall purpose of the Review is to determine the student’s suitability to advance to candidacy and to begin dissertation work. At the close of the review, the Committee will inform the student of its decision:
   a) advance to candidacy;
   b) advance to candidacy with conditions;
   c) continue in program without advancement; or
   d) drop from program.

An Advance to Candidacy decision means that the Committee will recommend that the student be advanced to candidacy immediately.

A decision to Advance to Candidacy with Conditions means that the Curriculum Studies faculty will recommend that the student be advanced to candidacy, but will require that the student meet certain conditions.

A decision to Continue in Program without Advancement prevents students from advancing to candidacy until students meet specified conditions.

In both Advance to Candidacy and Continue in Program without Advancement decisions, the imposition of conditions intends to help the student strengthen areas of concern to the faculty. Conditions may take several forms (e.g., additional course work, additional involvement in research projects, additional courses in other departments). The Candidacy Review Committee chair will monitor student work and the conditions set and will report to the Curriculum and Instruction Graduate Coordinator when the student has met the conditions.

A decision to Drop from the Program will carry the recommendation that the student be dropped from the program or that the student retake the written exam. In case of a recommendation to retake the written exam, the Committee will make specific suggestions to the student about how to strengthen areas of weakness. Graduate Studies Committee policy permits students one retake. The Candidacy Review Committee Chair reports results of the written exam deliberations to the C&I Graduate Adviser. Subsequently, the C&I Graduate Studies Committee votes on the recommendation to advance to candidacy. The C&I Graduate Coordinator then will notify the student of the results and guide the preparation and submission of candidacy papers.

2. Students ready to file the Application for Candidacy should log in to UT Direct using the following address: https://utdirect.utexas.edu/ogs/forms/candidacy/app.WBX?intro_type=D
3. When you have successfully become a PhD candidate, you will need to have your program of studies approved by the Curriculum and Instruction Graduate Student Committee. This can be completed with the help of your dissertation chair.

4. Propose your dissertation study to your Doctoral Committee. In conjunction with our adviser, schedule a meeting of your committee during which you present your proposal and the committee has a chance to review your proposal. Please note that the committee must have the written proposal for at least 14 days prior to the meeting date.

5. Upon approval of your proposal, complete application for the Institutional Review Board for approval of the research study.

6. If conducting research in schools, complete the corresponding approval of research in schools, based upon the district policy.

Sixth Semester or Credit Hours 54 +:

1. Enroll in at least 6, and up to 12 credits hours of EDC 699W.

2. Enroll in EDC 396T: Directed Research in Curriculum & Instruction (if all of the requirement have not been meet).

Dissertation

Steps to take to complete the dissertation process can be found at the graduate school website (http://www.utexas.edu/ogs/pdn/deadlines/doc_spring.html). Please note the dates annually change.

1. Register for Dissertation (_99W) during your final semester.

2. Submit the online Doctoral Degree Candidate Form. The form can be completed and submitted online from January 19, 2010 until March 25, 2010. After March 25, any student who fails to complete the online Doctoral Degree Candidate form must contact a degree evaluator in the Graduate School to request individual access. Students who do not submit a Doctoral Degree Candidate form by April 23 will not be eligible to receive their degree in the spring.

3. Schedule your Defense/Final Oral Examination. Give your committee a copy of your dissertation at least a month before you plan to defend so each member can examine it. Then fill out the Request for Final Oral (.pdf) form. Secure signatures of your committee on this form indicating each of them agrees to attend the defense on the date shown, and submit the form to the Graduate Adviser in your department/program for his/her signature.

4. Submit the Request for Final Oral (.pdf) form to the Graduate School at least two weeks in advance of the defense. This is how your Defense/Oral Examination is officially scheduled.

5. At the defense, the Committee Certification of Approved Version (see Format Guidelines - .pdf) should be signed by all members of your committee (any not attending will need to sign this page before the dissertation is submitted).
6. Make any required/requested revisions to the dissertation, check it carefully for grammar, spelling, punctuation, content and format (see Format Guidelines -.pdf), then convert the final approved version of the dissertation into one .pdf file.

Additional information on converting your word or .rtf version of your dissertation to .pdf (including a link to an online .pdf converter) is available at the Electronic Thesis and Dissertations (ETD) site. (Some students have reported difficulty using the online .pdf converter. DO NOT WAIT until the last day to try to convert your dissertation or treatise or you may not be able to meet the deadline.) For assistance with problems converting your dissertation to .pdf format, contact the ITS Help Desk at 512-475-9400.

7. Upload the pdf file of your dissertation to the Texas Digital Libraries (TDL) by 5:00 p.m. on May 7, 2010. Publication of your dissertation in the exact version that has been approved by your committee is a requirement for the degree. Instructions for submitting the dissertation online can be found at the TDL Dissertation Submission Site. Additional technical support is available at http://www.tdl.org/support/. Texas Digital Libraries will provide Open Access to your dissertation free of charge.

The TDL Submission Site provides students with an option to request the supplemental submission of their dissertation to UMI. Students selecting this option must submit a UMI Submission Packet (.pdf) to the Graduate School Degree Evaluators along with their final paperwork submission. This submission packet is available at the Graduate School Forms page at http://www.utexas.edu/ogs/pdn/. Students selecting UMI publishing or registration services will be billed by The University of Texas for the associated fees.

8. Requests to Delay Publication: A student may request permission from the Graduate Dean to delay making the dissertation available to the public through the Texas Digital Libraries for up to a year in order to protect patent or other rights. This request must be supported by a written recommendation from the dissertation supervisor and must be submitted and approved prior to your graduation. If no petition is made to the Dean, the dissertation will be searchable on the web and available free from UT.

9. Submit all required forms and paperwork to the Graduate School by 5:00 p.m. on May 7, 2010. For a detailed list of paperwork to be submitted, print the Checklist for Final Submission of Dissertation or Treatise for spring, 2010. Due to the large numbers of dissertations to be processed each semester, you are encouraged to upload your dissertation and submit all required paperwork as soon as possible. This paperwork may be submitted in person no later than May 7, 2010 by coming to the Graduate School, Main Building 101 or it may be mailed to arrive no later than May 7, 2010 to: The University of Texas at Austin, VP & Dean of Graduate Studies, 1 University Station G0400, Austin, Texas 78712-0531.

Final Submission of Dissertation can be found at the graduate school website (http://www.utexas.edu/ogs/pdn/deadlines/checklist_diss_spring.html). Please note that the dates annually change.

Committee Certification of Approved Version. This is the page printed from your dissertation, which lists all of your committee members. It should be formatted as shown in Format Guidelines (.pdf). The printed hard copy must be signed by all members of your committee. All signatures must be original. No proxy signatures are permitted. This page does not have to be on cotton paper. Plain
white paper is acceptable. Note: An unsigned version of this page should be included in your uploaded dissertation. The original signed copy must be submitted to the Graduate School with the following additional pages.

_____ Title Page. Submit one copy of your Title Page printed directly from the .pdf file. The date should be May 2010.

_____ Abstract and Vita. Submit one copy of your Abstract and one copy of your Vita printed directly from the .pdf file. These pages should be in the final version and format, not earlier versions.

_____ Intellectual Property Tutorial Certification. Submit one copy of the email confirmation, which verifies that you have successfully completed the online tutorial.

_____ Statement on Research with Human Participants (.pdf). Submit this form whether you used human participants or not. If you did use human participants you need to attach a copy of the IRB approval letter or waiver or exemption notification to the form. If you previously submitted this paperwork to our office it is not necessary to do so again.

_____ Survey of Earned Doctorates. We hope that you will choose to take this survey, to help the National Research Council and this university keep track of the situation of doctoral graduates. This form may be completed online at http://survey.norc.uchicago.edu/doctorate/index.jsp.

_____ Doctor of Audiology Final Certification of Degree Requirements form to be completed by all Doctor of Audiology (AuD) Degree Candidates.

_____ Requests to Delay Publication. All dissertations produced at UT Austin are made available, open access, through Texas Digital Libraries. A student may request permission from the Graduate Dean to delay making the dissertation available to the public through the Texas Digital Libraries for up to a year in order to protect patent or other rights. This request must be supported by a written recommendation from the dissertation supervisor and must be submitted and approved prior to your graduation. If no petition is made to the Dean, the dissertation will be searchable on the web and available for free from UT.

_____ Publication/Processing Fees. All students are charged an $8 dissertation processing fee. Students who select optional UMI publication and copyright services will also be charged for the associated UMI fees: $65 for traditional publication, $160 for open access publication, $65 for registration of copyright. All of these fees are billed through The University of Texas, and you will receive an email notification when a bill has been created. These fees may be paid online through UT Direct, What I Owe or by check paid to the Cashier’s Office located in Room 8 of the Main Building.
APPENDIX A

Physical Education Teacher Education

DOCTOR OF PHILOSOPHY (PH.D.) DEGREE PLAN
[students first enrolled Fall 2009 and after]

TOTAL MINIMUM: 60 hours (excluding dissertation)

GENERAL REQUIREMENTS (Minimum: 21 hours)

Foundation Requirements (9 hours required)
EDC 380F  Sociocultural Foundations
EDC 381F  Introduction to Teaching and Teacher Education
EDC 383F  Curriculum Theory

Research Methodology Requirements (12 hours minimum)
To be taken in sequence:

Step 1 (3 hours)
EDC 381R  Introduction to Systems of Human Inquiry

Prerequisite to Step 2 (EDC 385R):
EDC 382R Fundamentals of Statistics

• Other course choices for this requirement include: EDP 371, EDP 380E
  or an advisor approved statistics course brought in from other institution

Step 2 (6 hours in any order)
EDC 385R  Introduction to Quantitative Research
EDC 386R  Introduction to Qualitative Research

Step 3 (3 hours, one course topic from either category)
EDC 387R  Advanced Quantitative Research
or
EDC 388R  Advanced Qualitative Research

DIRECTED RESEARCH (Minimum: 12 hours)
EDC 396T Directed Research in Curriculum & Instruction (6 hours minimum)

It is recommended that 3 hours come from enrollment in EDC 185G: Graduate Seminar and at least 6 hours come from participation in EDC 396T: Directed Research in Curriculum & Instruction. The final 3 hours come from a course that includes a substantial research component approved by Dr. Keating.
SPECIALIZATION REQUIREMENTS (Minimum: 15 hours)

Students with an emphasis on Physical Education Teacher Education will take additional related courses (minimum 15 hours), selected with the assistance and approval of the area program adviser. To help meet their personal career goals, students are encouraged to select courses from other clusters in the Department of Curriculum and Instruction. Among the courses that might be selected to fulfill this requirement are the following:

Program Area Specifics
- EDC 385G Curriculum in Physical Education
- EDC 385G Current Issues in Physical Education
- EDC 384P Research on Teaching in Physical Education
- EDC 384P Analysis of Teaching in Physical Education
- EDC 385G Research on Teacher Education in Physical Education
- EDC 398T Supervised Teaching in Curriculum and Instruction
- EDC 385G Program Planning in Physical Education

OTHER PROGRAM REQUIREMENTS (Minimum: 3 hours)

Students are required to take one additional course in the area of cultural studies. Examples:
- EDC 385G Cultural Theory and Education
- EDC 380G Anthropology of Education
- EDC 385G Race & Ethnic Relations in Education
- EDC 385H Introduction to Multicultural Education
- EDC 385G Cultural Knowledge of Teachers & Teaching

COURSES OUTSIDE THE DEPARTMENT (Minimum: 9 hours)

Coursework from sections General Requirements, Directed Research, and Special Requirements may fulfill this requirement (thus hours in this section may already be counted as credit towards total hours). The courses listed below are preapproved options that are currently offered. The faculty adviser must approve the coursework outside of the department prior to enrollment.
- KIN 395 Cognition and Exercise
- KIN 395 Technology in Physical Education

DISSERTATION (Minimum: 6 hours & two consecutive semesters of dissertation)

Students are required to continuously register for dissertation once they have advanced to candidacy. Curriculum and Instruction students are required to register for 6 hours of dissertation credit* during each fall and spring semester during which they are working on their dissertation research.

*EDC 699R and 699W:
The first semester in candidacy is 699R; for all semesters after the first one in candidacy you must register for 699W.

International students and students receiving fellowship, assistantship, or other financial aid, may be required to take 9 hours of credit each semester.