WASHINGTON STATE UNIVERSITY
College of Education, Sport, and Human Sciences

DEPARTMENT OF TEACHING AND LEARNING

Language, Literacy, and Technology Program

Student Handbook
Doctorate Degree

Office of Graduate Education
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https://ceshs.wsu.edu/degrees/language-literacy-and-technology-llt/
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Table of Contents

Welcome from the Department Chair

Welcome to the Department of Teaching and Learning graduate program! We look forward to mentoring you through the world of research, knowledge generation, dissemination of research at conferences and through publication, pedagogical action, and advocacy.

We have extremely talented and knowledgeable faculty who are both excellent teachers and superb researchers. They are closely connected to the K-12 public school system, and they are also active contributors to research in their respective fields. The faculty conduct a wide range of research, some of which is integrated into the public-school systems (e.g., writing interventions for students with disabilities, professional development for teachers) and some that is community-based (e.g., support for parents with children who have Autism). You have access to these faculty and their projects through course work and advising structures.

Please read through this handbook. It is designed to help you navigate all the transitions, procedures, and processes that graduate education involves. Discuss the items in this handbook with your advisor and graduate committee. Be aware of the deadlines described in the handbook.

We strive for a collaborative, positive, and productive culture for our graduate students, and we are here to help you achieve your graduate goals. We hope that you achieve these goals both through the processes outlined in the handbook as well as through the final projects, theses and dissertations that you produce at the end of your graduate school journey.

Thomas Salsbury, Ph.D.
Chair, Department of Teaching and Learning

Introduction

Congratulations on your admission to the Language, Literature and Technology (LLT) doctoral degree program in the Department of Teaching and Learning at Washington State University (WSU). This handbook's guidelines assist you in planning and completing your program. Please read and discuss them with your advisor. Because the LLT Ph.D. program currently exists only on the Pullman campus, the information in this handbook refers only to that campus. If you have questions that are not addressed in this handbook, please contact your advisor or the staff in the Office of Graduate Education within the College of Education, Sport and Human Sciences (CESHS). You can also visit our website for additional information.

The forms discussed in this handbook are available from the College of Education, Sport and Human Sciences (CESHS), Office of Graduate Education as well as the WSU Graduate School forms page website.

Notice of Non-Discrimination

WSU does not discriminate and prohibits discrimination on the basis of sex, race, color, national origin, disability, age, religion, creed, genetic information, marital status, protected veteran/military status, or immigration or citizenship status in any education program or activity that it operates compliant with Title IX and other civil rights laws and regulations. Inquiries regarding Title IX, ADA, or other civil rights laws, as well as reports of discrimination can be directed to the Compliance and Civil Rights or through their email ccr@wsu.edu, WSU ADA Coordinator, or WSU Title IX Coordinator. More information on WSU's policies and procedures to respond to discrimination and harassment are available on this website: Nondiscrimination statement.

Language, Literacy, and Technology Program Overview

Program Vision

The Language, Literacy, and Technology (LLT) graduate program is valued by potential students, graduates, and institutions as rigorous, relevant, and innovative, offering superior quality professional preparation that produces exceptional and creative researchers and teachers with a focus on improving the lives of students, teachers, and schools. The Language, Literacy, and Technology doctoral program emphasizes the generation, application, and translation of research that will enhance the field of education through the exploration of language, literacy, and technology.

Mission

The mission of the Language, Literacy, and Technology doctoral program is a) to promote a deeper understanding of the influences of language, literacy, and technology by conducting and supporting high-quality research, b) to support and promote high-quality instruction in the three areas and integrated contexts in both formal and informal settings, and c) to understand how human development, culture, policy, knowledge of language, and other issues support and shape language, literacy, and technology practices.

Student Learning Outcomes

After completing the Language, Literacy, and Technology Doctoral Degree Program, students will:

1. Locate, analyze, and synthesize research literature, and apply that synthesis to problems of practice and theory.
2. Effectively communicate scholarly work through written, oral, and/or alternative formats.
3. Publish and/or present original scholarship demonstrating the acquisition and application of new knowledge and theory.
4. Collaborate successfully with faculty and/or peers on scholarship.

The Language, Literacy, and Technology Doctoral Degree Handbook is designed for current and prospective students on the Pullman campus, and course delivery is available to urban campuses as needed. Current doctoral degree students will find this Handbook helpful in understanding the degree program, the process for enrolling in coursework, and information regarding policies and procedures for successfully completing a degree program. If you have questions not addressed in these guidelines, please visit our program website, or contact your advisor, or contact/visit the Academic Coordinators within the CESHS Office of Graduate Education.

The Department of Teaching and Learning offers one Language, Literacy, and Technology doctoral degree: The Doctor of Philosophy (Ph.D.) in Language, Literacy, and Technology. Your degree is developed in collaboration with your faculty advisor and your doctoral degree committee.

Program Content - Doctor of Philosophy in LLT

The LLT program offers a Doctor of Philosophy (Ph.D.). The Ph.D. emphasizes research that significantly contributes to knowledge in the field of education. It is designed for students wishing to pursue a career in higher education or a research/leadership role in schools, organizations, or agencies.

The Ph.D. degree program consists of 72 required credits, with a minimum of 34 graded credits (A-F rubric) and a minimum of 20 credits of dissertation credits (LLT 800). The performance criteria in LLT 800 are based on a satisfactory/unsatisfactory scale instead of a letter grade.

You will work with your advisor to plan an intellectually coherent course relevant to your needs and interests.

The following is a breakdown of required foundational core, research, and elective requirements for the Ph.D. degree. For specific courses and semester offerings, please see (Appendix B). It is anticipated that completion of the degree will take three to five years.

LLT Doctoral Credit Overview

	Credits
Graded Credits (A-F rubric)	
LLT Core Courses	18
Research Courses	12
Elective Courses	4
Total Required Graded Credits (A-F grading rubric)	**34**
Additional Courses or Credits (A-F or S/F or S/U grading rubrics)	18
Dissertation credits (S/U grading)	20
Total Credits	**72**

Program Faculty by Campus

Pullman

Joy Egbert, Ph.D., University of Arizona, jegbert@wsu.edu
- Engagement and differentiation, Computer Assisted Language Learning (CALL), Teacher Education

Anne Marie Guerrettaz, Ph.D., Indiana University, a.m.guerrettaz@wsu.edu
- Language teaching methods and materials, Bilingual and indigenous language education, Applied linguistics

Jane Kelley, Ed.D., University of Massachusetts, jekelley@wsu.edu
- Children's literature, Critical multicultural analysis, Literacy education

Kelly Puzio, Ph.D., Vanderbilt University, kelly.puzio@wsu.edu
- Literacy instruction, Differentiated instruction, Culturally relevant instruction

Tom Salsbury, Ph.D., Indiana University, tsalsbury@wsu.edu
- Second language acquisition (SLA) Applied linguistics, English language learners

Margaret Vaughn, Ph.D., University of North Carolina at Greensboro, margaret.vaughn@wsu.edu
- Adaptive and equitable practices to support student agency and literacy learning.

Tri-Cities

Yuliya Ardasheva, Ph.D., University of Louisville, yuliya.ardasheva@wsu.edu
- Interplay between second language and academic development (particularly in science), Contributions of individual differences (e.g., language learning strategies, motivation) to second language development

Eric Johnson, Ph.D., Arizona State University, e.johnson@wsu.edu
- Language policy, Bilingual education, Immigrant education

Sarah Newcomer, Ph.D., Arizona State University sarah.newcomer@wsu.edu
- Culturally responsive literacy instruction, Biliteracy/Bilingual education, School-community partnerships

Vancouver

Deanna Day, Ph.D., University of Arizona, dday-wiff@wsu.edu
- Children's literature, Literature circles, Digital literacy

Jessica Masterson, Ph.D., University of Nebraska-Lincoln, jessica.masterson@wsu.edu
- Secondary language and literacy education, Youth literacies, and Democratic education

Academic & Degree Requirements, Policies, and Procedures

Degree Requirements

The LLT program offers a Doctor of Philosophy (Ph.D.). The Ph.D. emphasizes research that significantly contributes to knowledge in the field of education. It is designed for students wishing to pursue a career in higher education or a research/leadership role in schools, organizations, or agencies.

The Ph.D. requires at least 72 credit hours of study. The Ph.D. program consists of graded and non-graded coursework and must include a minimum of 34 semester hours of graded (A-F rubric) content credit beyond the master's degree. The Ph.D. program requires a minimum of 20 semester/credit hours of Doctoral Research, Dissertation, and/or Examination (LLT 800). The performance criteria in LLT 800 are based on a satisfactory/unsatisfactory scale instead of a letter grade. Work with your advisor to plan a course of study that is intellectually coherent and relevant to your needs and interests.

Mandatory Research Training

As of Spring 2020 term a mandatory training for CITI Responsible Conduct of Research/Conflict of Interest is required of all graduate students. This is a web based training that may be accessed here. All College of Education, Sport and Human Sciences, students are required to take the **Social and Behavioral Responsible Conduct version of the training** as soon as possible. Please visit the IRB website for more information including instructions on how to access the course. This training will take approximately 2-3 hours depending on how in depth you choose to read.

Once you have completed these trainings, you will receive email confirmation of your completion. Please forward this email to the CESHS Office of Graduate Education ceshs.gradstudies@wsu.edu and if you have been awarded an assistantship to that department as well. You will not be eligible for an assistantship until after this training is completed.

We must report the date of completion. Failure to take this training will result in the delay of your progression through the graduate program. Therefore, you need to complete this training in order to finish your program. The training will need to be completed every five years.

If you have questions about this training, please read the webpage on Required Trainings and contact the Office of the Graduate School at 509-335-1446 or gradschool@wsu.edu.

Temporary/Permanent Advisor and Committee

The admission letter from the Department indicates who will serve as your temporary advisor. This advisor is a departmental faculty member, usually in an area of specialization of interest to you. Your temporary advisor will assist you with the initial selection of coursework. You are responsible for contacting your temporary advisor as soon as possible after admission to the Department. Your

temporary advisor serves only until you are ready to select a doctoral degree program committee and permanent advisor/chair. Your committee chair becomes your permanent advisor (see below). If you wish to change temporary advisors, you must complete the Change of Temporary Advisor form.

You are encouraged to select a permanent advisor/committee chair as soon as possible after your first semester of study. By this time, you should know several faculty members and their areas of specialization. According to CESHS guidelines, the permanent advisor/doctoral committee chair must have a doctoral degree and be qualified to chair doctoral committees. The individual should have expertise in the area that will be the focus of your study. This will be reflected in the faculty member's research and publication record, teaching, and professional service. If you need assistance in selecting a permanent advisor/committee chair, refer to the T&L Faculty Areas of Expertise document available on the CESHS website or consult with the department chair, a faculty member you know, or the staff in the CESHS Office of Graduate Education. Your committee chair must be a member of the LLT program faculty.

Your permanent advisor/committee chair will help you develop and file your Program of Study for your Doctoral Degree and identify other faculty members to serve on your doctoral committee. The doctoral committee must consist of at least three (3) members, your chair, and two (2) committee members who hold doctoral degrees and are qualified, according to CESHS guidelines, to serve on doctoral committees. At least two (2) of the three (3) committee members must be from the Department of Teaching and Learning and in your program major. All three (3) committee members should have expertise related to your Program of Study. If you want a faculty member who does not meet the CESHS criteria to serve on your doctoral committee, that person may be appointed to the committee as a fourth member. If your Program of Study includes a supporting cognate area, the committee must consist of a faculty member from the cognate area. The supporting cognate area may be from the CESHS or another college.

When selecting committee members, take into account whether each committee member:
- has previous experience on dissertation committees
- meets College of Education, Sport and Human Sciences, criteria for serving on doctoral committees
- is available for the duration of the dissertation (e.g., are there sabbatical or retirement plans?)
- has expertise related to the topic of research
- has expertise in the research methodology
- is accessible for meetings with you and other committee members
- provides prompt and constructive feedback
- is compatible with other committee members
- has the time to devote to your committee

Developing and Submitting the Program of Study (POS)

The Program of Study Request Form (POS) lists your advisor/committee chair and other committee members and the courses that comprise your doctoral program. Your permanent advisor/committee chair, in collaboration with other doctoral committee members, will help you identify the appropriate coursework for your program of study. The courses are then listed on the Program of Study form. When

7

committee members approve the form in myWSU, it indicates they agree to be on your committee and approve your Program of Study; please seek their approval before the final document is ready.

The Ph.D. core courses include a minimum of 34 semester hours of graded coursework beyond the master's degree. The core should include the required LLT courses listed in this handbook and the Advanced Research Core (Appendix B).

These graded courses are listed in the "Core Program" section of the Program of Study form. Generally, only graduate-level WSU and transfer courses can be included in the Program of Study. However, your doctoral program committee may approve up to 9 credits of non-graduate credit (300- or 400-level courses at WSU) for your program of study. Any course in the Program of Study form in which a grade of "C-" or below is earned must be repeated as a graded course (it cannot be repeated on an S/F basis-satisfactory/fail).

In the "Coursework: Non-Graded S/F" section of the Program of Study form, list the Special Projects or Independent Study (TCH LRN 600) you plan to take as well as other courses taken on an S/F grading basis.

The Doctoral Research, Dissertation, and/or Examination (LLT 800) credits (S/U grading scale) have their own separate line below the Non-Graded box. Your program must include a minimum of 20 credits of LLT 800. Each semester you must enroll in at least one credit of LLT 800.

You must enroll in 2 credits of LLT 800 in the semesters in which you take your Preliminary Examination (sometimes referred to as the comprehensive or candidacy examination) as well as the semester you defend your dissertation (D2 exam). Before enrolling, meet with your advisor to discuss your goals and to complete the Independent Study Form. Submit the form to the T&L Office, Cleveland 321, *before* the 10th day of classes.

The POS must be typed and circulated to the faculty members you asked to serve on your doctoral committee for their initial approval. The Program of Study is submitted through your myWSU account. Although Graduate School policy requires that this form be completed no later than the third semester of graduate work, or if you are a part-time student, no later than your fifth semester or completion of 20 credits, whichever comes first.

The electronic routing for Graduate School forms may be found in your myWSU account under Profile > Service Requests. *Your upload and subsequent approvals by committee members and the department chair count as ink signatures and become binding for all.* When the Graduate School approves the program of study, an email is sent to you and the CESHS Office of Graduate Education. The approved program becomes a part of the requirements for the degree and becomes a "contract" between the Graduate School, the academic program, and you. You are held to the doctoral program requirements in effect at your admission date, provided you submit a Program of Study and have it approved by the Graduate School within one year of your admission date. Otherwise, you will be held to the program requirements in effect at the time of approval of your POS.

After the Program of Study has been approved by the Graduate School, it may be changed by completing either a Change of Program or Change of Committee SmartSheet form. The completed PDF is then uploaded by you, the student, through your myWSU > Profile > Service Request for electronic approvals.

8

Be sure to keep copies of all submitted paperwork

Transfer Credit and Credit Restrictions

The program will follow the Graduate School Policies & Procedures for transfer credits. The number of transfer credits allowed for a doctoral program is twelve (12) credits and is subject to the departmental recommendation and final approval by the Graduate School.

Credits appropriate to the Program of Study (with a grade of B or higher) earned in other accredited graduate schools after the award of the bachelor's degree may be transferred and applied toward your graduate degree program with approval by your chair and committee members, as well as the department and Graduate School. Graduate credit earned (with a grade of "B" or higher) at Washington State University before formal admission to the Graduate School, other than credit earned while enrolled as a second bachelor's or enrichment student, may be included in the number of prior credits allowed. The total of such credits from the two categories (transfer and prior WSU credits) is subject to the usual time restrictions and approval by the department and the Graduate School. None of these credits may be applied toward another advanced degree.

Extension courses, special problems, research and thesis, workshops, and correspondence courses will not receive graduate transfer credit. For details on these requirements, inquiries should be sent to the Dean of the Graduate School.

All proposals regarding transfer credits should first be discussed with the chair of your graduate committee. Transfer credit is requested formally by listing the courses on the Program of Study, but preliminary determination will be made earlier upon request to your chair and committee members and the Graduate School. Graduate credit from non-accredited institutions will not be accepted for transfer to graduate degree programs. Graduate credit earned within the State of Washington from an accredited institution whose main campus is outside the state will be considered for transfer to a graduate degree program only upon special petition to the Dean of the Graduate School.

Deadlines

You should check the Graduate School's [Deadlines and Procedures for Doctoral Degrees](#) for submission of the Program of Study so that you get current information about the due dates that affect you.

Registration and Credit Load

As a graduate student, you must complete appropriate enrollment procedures each semester. Full-time graduate students must register for a minimum of 10 credit hours to maintain full-time enrollment status in the fall and spring semesters. To track faculty advisor efforts, all full-time graduate students must register for at least one (1) LLT 800 (doctoral) level research credit each semester. Part-time graduate students must register for a minimum of two (2) credit hours and no more than nine (9) credit hours to maintain part-time enrollment status in the fall and spring semesters. For further information regarding the **Registration and Credit Load** policy, go to the Graduate School Policy and Procedures at ([Chapter 5.C](#)).

Continuous Enrollment Policy

All full- and part-time degree-seeking graduate students at all campus locations must maintain continuous enrollment in the Graduate School, registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed. Continuous enrollment is maintained by registering for a minimum of two (2) graduate credits per semester (excluding the summer). For further information regarding the **Continuous Enrollment for Degree Seeking,** please go to ([Chapter 5.A.2](#)).

Continuous Doctoral Status (CDS)

Continuous Doctoral Status (CDS) allows doctoral students to meet the Graduate School's continuous enrollment requirement without enrolling for credit or applying for Graduate Leave. CDS is only available for students who have completed <u>all</u> coursework and passed preliminary exams. If these requirements are met, students will ***automatically*** be placed into CDS (fall and spring semesters only) if they do not enroll for credit. Subsequently, ***a fee will be charged to your account*** after the 30th day of each semester (fall and spring only) while in CDS. You are required to pay this fee each semester to maintain their Continuous Doctoral Status.

While in CDS, you maintain WSU library privileges but cannot progress in completing 800 credits. It is also important to note that CDS does not extend your deadline to complete degree requirements (four years after preliminary exams or ten (10) years after the first course on the Program of Study, whichever is sooner to graduation).

If you wish to return to active enrollment and register for 800 credits, and schedule your dissertation proposal defense (D-1) or dissertation defense (D-2), you are advised to contact your Academic Coordinator a minimum of two months before the start of the semester in which you wish to resume enrollment for credit and *request to be taken out of CDS* and given an active term for enrollment.

NOTE: Some students may not be eligible for CDS. International students maintaining their visa status, students on an assistantship requiring full-time enrollment to obtain benefits, and students needing financial aid or financial aid deferral, should confer with the appropriate office for their situation to ensure CDS is an option for them.

Further information on Continuous Doctoral Status (CDS) may be found in the Policies and Procedures ([Chapter 5.A.2.a](#))

Academic Standing and Annual Review

You must maintain a 3.0 cumulative grade point average (GPA) in your graduate program. If you fail to maintain a 3.0 cumulative GPA or receive an F in any course in the graduate program, your committee will review the situation and decide whether or not you will be allowed to remain in the program.

Each year the Graduate School requires progress reviews of all graduate students. The LLT Coordinator initiates this review by sending the Self-Evaluation Form for Annual Review survey link to you via email. You must complete the self-evaluation/progress review within ten (10) full business days of receiving it. After your permanent advisor reviews your Self-Evaluation, your advisor will complete the Faculty

Assessment of Student Progress form and schedule a meeting with you to review and sign the assessment. After the meeting, you will receive a copy of the report.

If you serve as Academic Student Employees (ASEs) also known as assistantships, please note your required workplace review will be separate from your Academic Annual Review. For more information about ASEs please see Chapter 9 of the [Graduate School Policies and Procedures](#) - Graduate Assistantships.

Grade Point Average

You must have a 3.0 cumulative and a 3.0 program GPA to be awarded a graduate degree. No work of B- or below may be dropped from a program, nor can a course be repeated for a higher grade if the final grade is C or higher. Any course listed in the Program of Study for a doctoral degree with a grade of C- or below must be repeated. LLT 800 credits cannot be repeated on a S/U (satisfactory/ unsatisfactory) basis to replace a "U" grade.

If you are a regularly admitted graduate student who has completed only one semester or one summer session of graduate study with a GPA of 2.75 or above, you are eligible for continued enrollment. Upon completion of two semesters, one semester and one summer session, or two summer sessions of graduate study and thereafter, a 3.0 GPA or above is required for continued enrollment in the Graduate School. If you are admitted on provisional status, you must maintain at least a 3.0 GPA to continue your enrollment in Graduate School.

If you fail to maintain a cumulative GPA of at least a 3.0 for two semesters, one semester and one summer session, or two summer sessions, your enrollment will be terminated. If your GPA is between 2.75 and 2.99, you may be reinstated by the Dean of the Graduate School upon the favorable recommendation of the department chair. Upon reinstatement, you will have one semester to raise your cumulative GPA to at least 3.0.

If you are a newly admitted student who fails to obtain a cumulative GPA of at least 2.75 at the end of one semester or one summer session of graduate study, your enrollment will be terminated. You may be reinstated by the Dean of the Graduate School upon the favorable recommendation of the department chair.

Use of AI/LLMs, etc.

The use of Artificial Intelligence (AI) tools, including Large Language Models (LLMs), can be valuable for certain aspects of the writing process. For instance, these tools can assist with copy editing, improving grammar, spelling, and clarity. They can also be useful for brainstorming ideas or exploring different ways to articulate complex concepts.

However, it is essential that the core content, ideas, and phrasing in your work remain your own. Although LLMs can enhance the presentation of your work, they should not replace your intellectual contributions. When using AI tools, ensure that they are employed in a way that maintains the originality and integrity of your writing. Proper attribution is recommended if these tools significantly influence the final text.

Recommended Guidelines:
1. Copy Editing and Grammar: AI tools can be used to correct grammatical errors and refine language. However, ensure that the edits do not alter the intended meaning or the originality of your ideas.
2. Brainstorming and Concept Development: LLMs can help generate ideas or explore different approaches to your arguments. Use these suggestions as a starting point but ensure that the final articulation of ideas is your own.
3. Attribution: If AI tools significantly shape the final version of your text, consider acknowledging their use in your work, similar to how you would cite other forms of assistance like proofreading.

The University provides additional [Guidelines for Using AI-LLM](#).

Preliminary Examination

The Preliminary Examination is an official university exam that is both a written and oral assessment. It is also referred to as the Comprehensive Examination. The WSU Graduate School has many policies and procedures not included in this handbook. The Language, Literacy, and Technology (LLT) policies and guidelines in this document complement, clarify, and extend the policies of the Graduate School. You are responsible for following all WSU Graduate School policies and the policies in this document.

For example, you must complete all requirements, including dissertation defense, within three years of successfully completing Preliminary Examinations. Therefore, you are encouraged to consider this requirement when scheduling Preliminary Examinations. Also, you are discouraged from scheduling exams during the summer sessions due to faculty availability.

Expectations

After your Program of Study has been approved, and you have completed most of your coursework, you can begin to plan your Preliminary Examination. To be ready for the preliminary examination, you must be familiar with a wide range of recognizable literature from academic and research journals. As such, you should have completed an extensive review of the literature (100+ articles). Further, you should know how your topic of interest has been previously studied in the field; specifically, you should know the methods researchers have used to study your topic of interest. This is akin to finding some "anchor"/mentor studies so you can model your study after.

The products used for this assessment should provide an opportunity for you to evidence and demonstrate the following:

1. An ability to reason across disparate stances and research findings.
2. An insightful and respectful understanding of the debates and tensions within their field and an evident ability to articulate your stance within them.
3. An ability to express your ideas in academic formats, which is expected for wider dissemination (e.g., APA).
4. An ability to sort good research from unscientific research.
5. An ability to critique research that taps a range of research traditions.
6. A deep regard for the potential and limitations of the research and its relationship to theory.

Assumptions

The Preliminary Examination:
1. Includes both written and oral components.
2. Your chair and committee decide on the appropriate route in consultation with you.
3. Must be successfully completed (passed) before defending a dissertation proposal (D1).

Routes

There are two (2) routes to consider for the Preliminary Examination. Both routes should be discussed with your committee chair, and a plan should be made for the defense. Routes include a Conceptual Paper or a Publishable Paper.

Conceptual Papers: *This is a critical synthesis of research, theory, practice, and methodology.* This route will stem from three (3) to four (4) questions posed by your chair and committee in consultation with you. Generally, you will be allowed one (1) week to craft a written response to each question. (The chair and committee decide upon the time frame.) After your chair and committee receive and review your written answers, an oral defense will occur.

Publishable Paper #1. *This original, single-authored research manuscript will be submitted to an appropriate peer-reviewed journal for potential publication.* The paper can be a systematic literature review, an empirical study, or a conceptual theory-building paper demonstrating advanced thinking. The papers that are not permitted include an opinion paper, a media or book review, or a paid publication. A timeline will be established for this route. The product must be empirical or theoretical in nature. After your chair and committee receive and review your publishable paper an oral defense will occur.

Preliminary Exam Proposal (P1)

After you and your chair decide on the preliminary examination route, complete a Preliminary Examination Proposal (P1) and submit it to your chair and your committee at least two weeks before the scheduled meeting to discuss the P1.

Conceptual Papers P1 Guidelines:
You will write a 3–4-page proposal plus references. Your P1 will answer these five questions:
1. What is your research topic?
2. Why is it important to research this topic?
3. What is known about this topic? (Include the key precepts or understandings about this topic.)
4. How has this topic been studied in the field? (Include the theoretical frameworks and methods applied to this topic.)
5. What theoretical frameworks and methods will you employ to study this topic and why?

Publishable Paper #1 P1 Guidelines:
You will write a 3–4-page proposal plus references. Your P1 will answer these five questions:
1. What is the rationale for the study (note that this is not a detailed literature review but a convincing rationale for the study)?
2. What is the problem, issue, question, or hypothesis?
3. What have others speculated, asserted, found, and/or concluded about this problem, issue, question, or hypothesis? (This may contain a detailed literature review)
4. What do you propose to do to investigate, explore, or examine your topics?
    a. Whom will you observe, test, teach, interview, etc. (i.e., who will be the participants/subjects)?
    b. What instruments or measures will be employed to conduct those activities?

<blockquote>

      c. How will you conduct the study (procedures)?

      d. How will you organize or analyze the resulting data (analysis)?

      e. What will be your intervention (if applicable)?

5. What knowledge will be added to the literature that was not known before? How is your proposed study going to impact the field significantly?
</blockquote>

If your study includes human subjects, you must have IRB approval before starting research/data collection. Submit the IRB documents to your chair and committee.

Writing the Preliminary Examination

You will complete your Preliminary Examination independently, though you may ask your Chair clarifying questions.

Conceptual Paper Guidelines:

You will answer the questions provided by your committee. You should include foundational studies or seminal work by key researchers and empirical research about the topic within the last five years, highlighting 2-3 studies in detail. Your response should be 15 double-spaced pages for each question, not including references. Answers should be type-written in 12-point font with 1" margins on all sides. References and citations should be in APA style (7th Edition). You may not have the paper written, contributed to, or corrected in any way by another person. Please include the question at the beginning of your paper. Lastly, email your paper to your chair and committee before the deadline.

Study #1 Publishable Paper Guidelines:

You will develop a work plan and submit it for committee approval. The work plan must include details regarding the paper's focus, research design, target journal, and timeline (including the anticipated date of paper completion and date of defense). You can collect and analyze new data or utilize previously collected data from Washington State University. Your chair and committee can provide feedback on any aspect of the plan. Once your committee approves the written plan, you can proceed with the research and writing of the paper. If new data are collected, your chair and committee may provide feedback to you during research design, data collection, and analysis, as needed. However, once the data collection and analysis have been completed, you will develop the manuscript without the assistance of your chair and committee. Thus, you must be the major contributor and writer of the manuscript, as usually represented by sole author status. In the rare case of multiple authorship, each author's contribution must be detailed in the manuscript's Introduction or separate Attribution page, and your committee must agree upon it. Your chair or committee may not co-author your preliminary examination but may become co-authors upon additional work after the committee has accepted the papers.

The publishable manuscript/paper should contain at least the minimum expectations for a published paper, including:

- Abstract
- Literature Review
- Research Questions (if applicable)
- Methodology (if applicable)
- Findings/Discussion

- Conclusions/Implications

Scheduling the Preliminary Exam (Defense)

The preliminary examination is scheduled only after the Program of Study has been approved and a substantial portion of the required coursework has been completed (six or fewer graded credits remain to complete).

In addition, all committee members must have had the opportunity to read the written component of the examination. To take the exam, you must enroll in at least two (2) credits of LLT 800 at the beginning of the term. Scheduling the Preliminary Examination with your committee includes setting the meeting's date, location, and time. In addition, you must ensure that your chair and committee agree, and that the location is reserved before completing the official scheduling SmartSheet form and uploading through myWSU for approvals.

Reminder, before the preliminary examination can be scheduled, the student must:
1. Be registered for a minimum of two credits of LLT 800 as a regular graduate student at the beginning of the semester or summer session in which the preliminary examination is to be taken.
2. Have no more than 6 credits of outstanding coursework (A-F grading rubric). Note: this restriction includes currently enrolled class(es) that do not have a grade on your transcript.
3. Have at least a 3.0 cumulative grade point average.
4. At least 15 days prior to your oral exam you will complete the [Scheduling Preliminary Examination SmartSheet form](#) with the information as agreed upon by your entire committee (date, time how everyone will attend, etc.).
5. The completed Exam PDF is then uploaded by you, the student, (minus signatures) through your myWSU portal > Profile > Service Request for electronic approvals within myWSU. The form will be electronically approved by your committee and department chair and ultimately the Graduate School.

Only completed forms will be processed and must be submitted at least 15 business days prior to the exam date. *Forms will be returned, and defenses delayed if the form has missing information.*

Preliminary Examination Oral Exam (Defense) and Balloting

All committee members must be present at the oral examination either in person or virtually. Following the oral examination, committee members meet to discuss the results and ballot on whether you pass or fail the assessment. The ballot meeting, scheduled in coordination with the Graduate School, may occur immediately following the oral exam or up to ten (10) days after the examination. All committee members must attend the oral exam and the ballot meeting, and all must vote. The final ballot result is either a pass or a fail. After the ballot meeting, your advisor will notify you regarding the results, and you may request written notification from the Graduate School. After the ballot meeting, you can also contact your chair to discuss the results.

16

Repeating the Preliminary Examination

In the event of a failed first attempt, a second and final attempt may be scheduled after a period of at least three months, but no longer than two academic semesters (excluding summer). When scheduling a second exam, the scheduling form must be submitted through *myWSU* at least 20 business days in advance of the exam day. A member of the Graduate Mentor Academy will be appointed by the Graduate School and must be present at re-examination. The entire committee must be present and vote. If you have failed two examinations, you will be dismissed from the Graduate School. Should there be procedural irregularities or extenuating circumstances during the first or second examination, you have the right to appeal to the Graduate School in the event of examination failure.

Please note that scheduling a second exam has different timing and requirements, please check with the CESHS Office of Graduate Education for more information at ceshs.gradstudies@wsu.edu.

Dissertation Guidelines

The dissertation "...is a scholarly, original study that represents a significant contribution to the knowledge of the chosen discipline" (WSU Graduate School Policies and Procedures). To prepare for your dissertation, you must submit and defend your dissertation proposal (D1), which is a convincing overview of the research you propose to undertake for the dissertation.

Typically, a semester or two before your Preliminary Examination, you should begin working with your committee to define your area of research, identify specific research questions, and prepare the D1. The advantage of providing the D1 to your committee before the Preliminary Examination is that the research you are proposing may help the committee: 1) formulate examination questions for the conceptual paper and benefit you during the dissertation phase of your doctoral work, or 2) help you plan a dissertation with two connecting publishable paper. However, while you may begin work on the D1 before the Preliminary Examination, you may only formally present your D1 proposal once you successfully complete the Preliminary Examination.

You may enroll in research credits (LLT 800) during the semesters in which you develop the proposal, and you must enroll in research credits (LLT 800) during the semesters you work on the dissertation. While you may begin work on the D1 before the Preliminary Examination, you may not formally present your D1 proposal until you successfully complete the examination.

The following section describes the dissertation proposal, how to complete a dissertation proposal, and the various steps involved in completing the dissertation. Please read the descriptions and guidelines carefully.

Dissertation Proposal (D1)

You will write a proposal plus references. You and your committee will decide the length of this proposal. Your D1 will answer these six questions:
1. What is the rationale for the study? Why is it important?
2. What is the problem, issue, question, or hypothesis?
3. What theoretical perspectives frame the study's formation, execution, and implications?
4. What have others speculated, asserted, found, and concluded about this problem, issue, question, or hypothesis?
5. What do you propose to investigate, explore, or examine your topics?
   a. What is the research methodology, and why is it appropriate for the specific research questions?
   b. Whom will you observe, test, teach, interview, etc. (i.e., who will be the participants/subjects)?
   c. What instruments or measures will be employed to conduct those activities?
   d. How will you conduct the study (procedures)?
   e. How will you organize or analyze the resulting data (analysis)?
   f. What will be your intervention (if applicable)?
   g. What are your study's limitations? Are there threats to validity or trustworthiness?
6. What knowledge will be added to the literature that was not known before? How is your study proposal going to impact the field significantly?

The dissertation proposal must be written according to the style specified in the latest edition of the Publication Manual of the APA; a WSU Quick Guide is available. The APA style (7th edition) templates may be found here includes quick look at sample papers and table and figure set up. While you will develop the format for the proposal with your chair, the proposal should address the six questions listed in the D1 Development Proposal section.

Submit the written D1 to your chair and schedule a meeting to obtain feedback. Your chair's feedback should be used to revise and clarify the D1. When you and your chair are satisfied with the D1, provide a copy to your committee for feedback. You and your chair will decide upon the means of obtaining your committee's feedback (e.g., a meeting, presentation, or written comments submitted to you or the chair).

You should work closely with your doctoral committee to develop the D1. Provide adequate time (minimum of two weeks) for committee members to review drafts of your proposal. The writing process varies from one committee to the next. However, a typical process is for you to work closely with your chair to prepare and revise initial drafts of the D1 chapters. You and the committee chair will decide when it is best to begin sharing the proposal with the other committee members. Expect further revisions after the other committee members review the proposal. In LLT, an academic writing course (TCH LRN 582) is offered for students wanting extra writing support.

Scheduling the D1 Defense

When you and your committee determine you are ready for the formal presentation of the proposal, you must complete and submit a Dissertation Proposal (D1) Scheduling form that can be obtained in the CESHS Office of Graduate Education. You must secure the signatures of your committee and the department chair before submitting the D1 Scheduling Form to the CESHS Office of Graduate Education at ceshs.gradstudies@wsu.edu, who will place the form in your file. If you are a non-Pullman student, please work with your campus graduate advisors to facilitate this process.

The formal dissertation proposal consists of a presentation in a colloquium that is open to the public. The presentation includes the opportunity for questions from your committee members. Immediately following the colloquium, your doctoral committee will meet to recommend approval or disapproval of the D1 as indicated on the Dissertation (D1) Proposal Approval Form:

> (a) Approved as presented.
> (b) Approved, subject to revisions as specified by the committee.
> (c) Approved, subject to revisions as specified and subject to further review and approval by the committee.
> (d) Approval denied.

Approval or denial of the dissertation proposal is documented by committee members' signatures on the D- Approval form and submitted to the CESHS Office of Graduate Education at ceshs.gradstudies@wsu.edu.

Human Subjects Form and CITI training

After approval of the D1 and before any data collection, you must do CITI training and obtain WSU Institutional Review Board (IRB) approval to conduct research involving human subjects. The IRB approval letter must be submitted to your chair and the CESHS Office of Graduate Education before you commence data collection. You may submit a copy to their office when you receive the confirmation. Failure to gain approval before data collection shall result in the rejection of the final dissertation and prevent you from scheduling the final doctoral examination.

The IRB form for human subjects' research approval is available on the IRB website. The IRB form must be signed by the chair of your committee and the department chair before submitting it. Review of the request generally takes 2-4 weeks, when you will be informed by email as to whether your research is approved.

Writing the Dissertation

Upon approval of the D-1 and receipt of the IRB approval for human subjects research, you may begin the study as outlined in the methods section of your D1 proposal. You must enroll for research credits (LLT 800) in the semesters you work on the dissertation.

Route 1: Traditional Dissertation

You should follow this format for your dissertation unless otherwise directed by your committee. Following this outline are details about what to include in each chapter.
- WSU front matter [Title, copyright, signature, Acknowledgements, Table of Contents, List of Tables (if any tables), List of Figures (if any figures), Dedication (optional)
- Body of the work
  - Chapter 1: Introduction (or Statement of the Problem)
  - Chapter 2: Review of Literature
  - Chapter 3: Methodology
  - Chapter 4: Results
  - Chapter 5: Discussion
- References
- Appendices

Chapter I. Introduction (or Statement of Problem). This section should address Questions 1-3 listed in the D1 Development Proposal section. This chapter provides a clear and concise view of what will be studied and why. The phenomenon under study should be described, along with a brief analysis of how this phenomenon has been addressed in the extant literature. A discussion of the theoretical frameworks involved in the study should be discussed and then expanded upon in Chapter 2. When appropriate, relevant contexts and autobiographical information may be provided to situate the study. Note that this chapter does not provide a complete literature review. In addition to the research question/hypotheses and analysis of how the phenomenon has been addressed in the literature, you should provide an overview of your research methodology and the implications of your proposed research. It is recommended that research questions are clearly stated somewhere in this chapter.

Chapter II. Review of the Literature. This section should address Question 4 listed in the D1 Development Proposal section. The structure of the literature review chapter will vary according to your topic and the approach you take to justify, based on the extant literature, your research questions, and the proposed method of investigating them. The review is a well-integrated document in which material is organized logically under headings and subheadings, consistent with the APA Publication Manual format. The review is selective. It does not include material unrelated to the research questions. Summary tables of relevant research are often appropriate. A good review identifies the theories, frameworks, primary research findings, adequately and inadequately documented conclusions, needed research, and implications of findings for theory and practice. Views and findings are often restated, synthesized, and critiqued rather than quoted. Expansion of the theoretical framework should occur throughout or in a specific subsection.

Chapter III. Methodology. This section should address Questions 5 and 6 listed in the D1 Development Proposal section. The material in this chapter will vary depending on the nature of your proposed study. In general, the chapter should provide detailed information about the participants (who), procedures (how, when, where), data (what), and analysis. Topics may include:
1. Operational definitions.
2. Characteristics of participant(s). Provide a complete description of the participants, including the number of participants, how they will be selected, and the participant characteristics that are important to the study (e.g., age, gender, experience, education level).
3. Research design. For an ethnographic study, describe your approach (e.g., participant-observer) and elaborate on what that will mean. For a quantitative study, describe the type of research (e.g., quasi-experimental), experimental and control groups, dependent and independent variables, and research design (e.g., post-test comparison of randomly selected control and experimental groups). Be clear and provide an argument explaining why the chosen research design is appropriate for the research questions. Discussing your epistemological stance as a researcher and the degree to which this surfaces in your research design is helpful.
4. Instrumentation. Include a detailed description of any data collection instruments and procedures, including, if relevant, information about their validity and reliability. If you develop a new instrument, provide details about how you will develop the instrument, including, if relevant, how you will ensure the instrument is valid and reliable. Instruments that are not commonly known should be appended to your proposal.
5. Apparatus. Thoroughly describe any equipment to be used in the conduct of the study.
6. Materials. Give a complete description or provide examples of any materials to be used in the study (e.g., written scenarios to which participants will respond).
7. Procedures. Provide a step-by-step description of how you will conduct the study. This should incorporate and tie together the other elements of the methodology (i.e., participants, research design, instrumentation, etc.).
8. Analysis. Describe in detail how you will analyze the data. It is insufficient to simply state an analytic method (e.g., constant comparative method, ANOVA). Instead, indicate which data, including subsets of data, will be subjected to which analytic methods and how the results relate to specific research questions.

Chapter IV. Results. This chapter provides a detailed presentation of the results. Do not interpret the results, draw conclusions, or relate the findings to the extant literature. Examples of results include descriptive and/or inferential statistics and themes, with supporting data that emerged from qualitative

data analysis. The chapter is often organized around the analyses conducted for each research question.

Chapter V. Discussion. This chapter focuses on the study's meaning and the results' significance. The chapter typically begins with a brief summary of what was done and why. The results are presented as they relate to the research questions. The discussion tends to be more conceptual than empirical and specific results are noted only as evidence to justify the assertions and conclusions related to the research questions. The discussion explains what the results may mean. This discussion may focus on why more support was not found to support or refute the research questions or on the meaning of the support that was found. This discussion is a thoughtful analysis of the results obtained. It's appropriate to acknowledge the limitations of the research, state the implications of the findings for both theory and practice, and make recommendations for future research.

Route 2: Two Publishable Papers and Supporting Chapters

You should follow this format for your dissertation unless otherwise directed by your committee.
- WSU front matter [Title, copyright, signature, Acknowledgements, Table of Contents, List of Tables (if any tables), List of Figures (if any figures), Dedication (optional)
- Body of the work
    - Chapter 1: Introduction (or Statement of the Problem) This chapter is similar to the format of Chapter 1 for the traditional dissertation found above; a brief overview of the two studies should also be included.
    - Chapter 2: Publishable Paper #1
    - Chapter 3: Brief transition chapter explaining connections between the two studies
    - Chapter 4: Publishable Paper #2
    - Chapter 5: Conclusions and Implications
- References
- Appendices

If you select this route, you are required to prepare two publishable papers. The papers are expected to be "publication ready" and eventually submitted to appropriate outlets. The committee will formulate specific recommendations regarding appropriate outlets for the papers. These could include research journals, practitioner journals, book chapters, or other scholarly outlets. On balance, the papers should represent scholarly work in line with the expectations outlined in a traditional dissertation.

Alternative Formats

The department and the Graduate School must approve alternative formats to the dissertation format described previously. After your committee has approved the alternative format proposal, your advisor/ chair requests approval from the department's graduate committee. They, in turn, seek approval from the Graduate School.

Final Examinations (D2 Exam)

Timeline for the Final Examination

You must Apply to Graduate via myWSU by the deadline listed on the WSU calendar for the semester you plan to graduate. However, applying at least one semester before the final oral examination is scheduled is recommended so that you can be notified of graduation requirements (to-do lists) before enrolling for your last semester. You must reapply for the degree if you do not graduate in the semester you applied. However, the fee is paid, so it carries over from semester to semester for one calendar year.

The semester before scheduling the final examination, you should review the Graduate School [Deadlines and Procedures Summary Form](#). Reviewing the Summary at that time will allow you time to complete any deficiencies.

You should also obtain a copy of the [Thesis/Dissertation Formatting Guidelines](#), the [Thesis/Dissertation Prefatory Example](#), and a copy of the [Thesis/Dissertation template](#) which will be slightly different than APA or other formatting. This document includes important information about the format of the dissertation title page, signature page, and abstract; copyright releases; submission of digital dissertations. Please do not use previous student's work as formatting guidelines have changed even from year to year, please go to the source and read up on the current requirements so you don't have to revise what you have completed.

You should work with your chair to develop a detailed/comprehensive timeline for completing the written part of your dissertation. Your chair and committee members will review the entire dissertation. Revisions may be required before the committee is satisfied that you are ready for the final oral defense. After the committee consents that the written document is ready, you can schedule the final oral examination. Please be aware that you must have a completed draft of the entire dissertation <u>at least thirty (30) days</u> before your final defense date (not including weekends). For the fall semester, this means you will need to have a completed draft by at least mid-October; for the spring semester, you will need to have a completed draft by mid-March.

Scheduling the Final Examination (Defense/D2)

With the committee's consent that the written document is ready, you and the committee will need to agree upon a date and time and have the location of the defense reserved. The following steps all need to happen almost simultaneously, at least 15 business days before your defense date:

1. You must be enrolled in a minimum of two (2) credits of LLT 800 at the beginning of the term you defend your D2.
2. You must Apply for Graduation.
3. At least 15 days prior to your exam please complete your EXAM form: Students complete the [Scheduling Final Examination Form for Dissertation/Thesis degrees SmartSheet form](#) with the information as agreed upon by your entire committee (date, time how everyone will attend, etc.).

4. The completed Exam PDF is then uploaded by you, the student, (minus signatures) through your myWSU portal > Profile > Service Request for electronic approvals within myWSU. The form will be electronically approved by your committee and department chair and ultimately the Graduate School.
5. Committee members' electronic approvals for the Exam form signifies preliminary approval of the dissertation that is suitable in content and format for submission to the UMI/ProQuest through the [WSU Graduate School Dissertation website](#). Although the ETD Administrator from UMI/ProQuest checks the dissertation, this pre-check does not constitute final acceptance as this check is for formatting issues only, content will be reviewed by your committee.
6. Committee members must be given the entire dissertation a minimum of fifteen (15) days prior to any deadline for scheduling the defense.
7. At the same deadline, your dissertation draft must be sent to the CESHS Office of Graduate Education at ceshs.gradstudies@wsu.edu for announcements within the college.

The examination must be scheduled for at least four (4) months but less than four (4) years after satisfactory completion of the Preliminary Examination or within 10 years of your oldest coursework on your POS. The Graduate School will schedule the final examination and publicly announce the examination in an appropriate campus-wide publication. Final examinations shall be scheduled during regular business hours and only during academic sessions.

Final Examination (Defense/D2)

The final oral examination is primarily a defense of the dissertation but may also cover the general fields of knowledge pertinent to the degree. You must register for LLT 800 (minimum of two credits) in the semester in which you take the final examination. The examination is about two (2) hours, which includes time for the presentation, questions, deliberation by the committee, and approvals on the final paperwork. The examining committee shall consist of your doctoral committee and any other faculty members in attendance who are eligible, according to CESHS criteria, to participate on dissertation committees.

Your chair will be responsible for conducting the final examination/defense. While the examination is open to the public, you and your advisor may decide that only those faculty members eligible to participate on doctoral committees may ask questions. Only committee members may vote. All members of your doctoral committee must attend and vote. To pass the final oral examination, at least three-fourths of those voting must vote to pass you; if the committee consists of only three members, all must vote to pass.

In the event of a failed first attempt, a second and final attempt may be scheduled after a period of at least three months, but no longer than two academic semesters (excluding summer). When scheduling a second exam, the scheduling form must be submitted through *myWSU* at least 20 business days in advance of the exam day. A member of the Graduate Mentor Academy will be appointed by the Graduate School and must be present at re-examination. The entire committee must be present and vote. If you have failed two examinations, you will be dismissed from the Graduate School. Should there be procedural irregularities or extenuating circumstances during the first or second examination, you have the right to appeal to the Graduate School in the event of examination failure.

Please note that scheduling a second exam has different timing and requirements, please check with the CESHS Office of Graduate Education for more information at ceshs.gradstudies@wsu.edu.

Graduation Checklist:

This section includes information about applying for the doctoral degree, a summary of deadlines and procedures, and information for planning final examinations.

By the deadline (listed on the university calendar) of the semester in which you plan to graduate, you must access Apply to Graduate, a link in your myWSU portal, at least one semester before the final oral examination is scheduled so that you may be notified of graduate requirements (to-do lists) before enrolling for your last semester. The fee associated with graduation must be paid before scheduling your final examination. You must reapply for the degree if you do not graduate in the semester you applied. However, if paid, the fee carries over from semester to semester for one calendar year.

The semester before scheduling the final examination, you should review the Graduate School Deadlines and Procedures Summary form. Reviewing the Summary at that time will allow you time to complete any deficiencies.

You should also obtain copies of the Electronic Thesis/Dissertation (ETD) Formatting Guidelines, the Thesis/Dissertation Prefatory Example, and the Thesis/Dissertation Formatting Checklists from the Graduate School's forms page. These documents include important information about the format of the dissertation title page, signature page, abstract, copyright releases, and submission of digital dissertations.

Final Dissertation Submission and Tasks After You Defend

After you pass the final oral examination, you have ten (10) business days to submit your final corrected digital copy of the thesis/Dissertation to ETD Administrator/ProQuest. The final upload link will be located on the email confirmation page from the precheck.

Additionally, the student must submit the Thesis/Dissertation Approval form through myWSU > Profile >Service Request, and a Hold Harmless Agreement/Copyright Acknowledgement as well within the 10 day due date.

You as a doctoral student, have the additional task of completing the online Survey of Earned Doctorates (SED), emailing the confirmation page to gradschool@wsu.edu.

All students are required to submit a copy of the dissertation to the committee chair either in electronic format or on paper, their choice (binding is optional and decided upon by the chair/advisor). Any additional copies submitted to the other committee members are up to the student's advisor.

Awarding of the Degree

After you have completed the degree requirements for the doctorate and your student account is cleared, your transcript will be posted with your degree at the end of your defense term. You will receive the diploma approximately 6-8 weeks after your degree is posted and be eligible to be hooded by your committee chair or designee at the next commencement. Please note: your diploma will not be mailed unless you have a Diploma Mailing Address on file in your myWSU account.

Graduate Student Exit Survey

After completing the final examination, you are strongly encouraged to complete the CESHS' online Graduate Student Exit Survey. A link to the survey will be sent by the Office of Assessment and Accreditation.

Financial Support

Teaching and Research Assistantship Appointments

Graduate programs are sometimes able to hire students who also serve as Academic Student Employees (ASEs) also known as assistantships, but it's important to note that not all graduate students will hold ASE positions. Those who do are governed by the WSU/UAW Contract, as outlined in Chapter 9 of the [Graduate School Policies and Procedures](#) - Graduate Assistantships.

If you hold an ASE, please note your Academic Annual Review will be separate from your required workplace review.

The Department of Teaching and Learning has a few teaching assistant (TA) positions on the Pullman campus. These positions are competitive and are awarded primarily to graduate students with previous teaching experience in the United States. The department attempts to support graduate students for more than one year, so a limited number of TA appointments become available every other year. TA appointments are half-time positions (20 hours/week) that come with a tuition waiver, monthly stipend, and health benefits. The department discourages additional employment while holding a TA appointment.

Teaching assistantships require full-time enrollment (i.e., a minimum of ten (10) semester hours during the spring and fall terms). A TA typically teaches two courses each semester under a faculty member's supervision. During the first semester of the assistantship, a TA must enroll in TCH LRN 527: Seminar in Teacher Education Instruction for one (1) credit. The course covers teaching and learning, inquiry, and professional issues.

Research assistantships (RA) may be available through funded projects. RA appointments require full-time enrollment, and the RAs typically work under the direction of a faculty member. RA appointments include a tuition waiver, monthly stipend, and health benefits. In addition, other assistantship opportunities are available in other units on campus. Whenever possible, the department will assist in identifying possibilities for funding outside the college.

To be considered for a TA or RA position, you will seek an open position from the Graduate School's website for [Current Job Openings and Funding Opportunities](#) and ask your assigned temporary advisor if they know of any openings. At the time of appointment, you will receive a letter that delineates the specific responsibilities of the appointment.

College of Education, Sport and Human Sciences, Scholarships

Scholarships are available through the College of Education, Sport and Human Sciences (CESHS). Applications are available through University Scholarship Services in November and are due January 31st for the upcoming academic term. Awards range in dollar amounts, with a range of about $500-$2000. For more information, contact the CESHS Scholarship Coordinator (509-335-7843) or visit the [college website](#).

Other Financial Aid

For additional financial aid information, contact the WSU Office of Student Financial Services call 509-335-9711 or visit their [website](#).

Leave Guidelines

Leave from the Program (not on an assistantship)

If you decide that a leave of absence is necessary, you must petition for such status through your advisor and, ultimately, the Department Chair. Such petitions must state the reasons for requesting a leave of absence and present a plan for completing the remainder of the doctoral program. The plan must include a timetable specifying when the course and program requirements will be completed. The Department Chair will not consider any request for leave until you, in conjunction with your advisor, submits such a plan.

You will file a [Graduate Leave Status form](#) (GLS) SmartSheet forms. The completed PDF is then uploaded by you, the student, through your myWSU > Profile > Service Request for electronic approvals. GLS is only awarded once in a student's degree career.

If you have passed your preliminary examination and are not required to be enrolled for a visa or other required enrollment purposes, you may choose to go on Continual Doctoral Degree Status (CDS). Please read up on requirements and eligibility in the Graduate School Policies and Procedures ([Chapter 5.A.2.a](#)). Please note that this does not extend your time to degree; you are expected to make a plan with your advisor and committee, to keep communication open and progress on your dissertation.

Leave Guidelines (appointed on an assistantship – TA, RA, or SA)

During their appointments, all graduate assistants are expected to be at work each workday, including periods when the University is not in session (no classes being held), except on the legal holidays designated by the Board of Regents. All University holidays are designated by the Board of Regents and are published in the WSU Announcements/Insider and posted on their [website](#). Graduate students on appointment do not earn annual leave or sick leave.

Business Policies

Checkout/Exit:

Before departure from WSU-CESHS, you must leave a forwarding address with the CESHS Office of Graduate Education, return all keys and equipment to the main office, and consult your advisor about your research and office space.

College of Education, Sport and Human Sciences, Computer Lab:

A computer lab in the CESHS Graduate Lounge (Cleveland Hall 70E) can be used during weekdays.

Grievances:

If grievances arise, you should discuss the problem with your chair and the LLT Program Coordinator. If additional consultation is needed, please consult the Department Chair or Unit Director, or as a final

resort, the WSU Ombudsman. The WSU Ombudsman Office is in Wilson Hall, Room 2, phone (509) 335-1195.

Keys:

To obtain keys for assistantships, teaching, etc., check first with your department staff. There is no initial charge for the keys; however, if they are lost, or you leave the University without returning the keys, you will be billed a $5.00 replacement fee per key. If the keys are not returned, transcripts may be held by the Registrar's Office. Security is the responsibility of everyone, so please assume responsibility for locking your office and lab doors after regular hours.

Mail:

Graduate student mailboxes for students on assistantships are located on the third floor of Cleveland Hall on the Department of Teaching and Learning side. Please check your mailbox regularly.

Mail sent and received at the University should be official correspondence only. Personal mail should be sent to and from your private residence. Business correspondence can be left in the department office for mailing. Letters and packages should not be stamped and must have the correct departmental return address.

Photocopying:

The copy machine in Cleveland Hall 321 is to be used only for copying materials related to a faculty research project or to copy course materials for the course in which the student is a TA. Multiple copies are discouraged. Scan large documents and provide those to students electronically. You may not use the departmental/CESHS copy machines to copy any personal material such as classroom notes, term papers, dissertations, books, theses, etc. When in doubt, consult your dissertation chair. Copy machines available for personal use on campus are located at Cougar Copies in the CUB.

Staff Assistance:

You may request secretarial assistance only in limited situations. Administrative Assistants will not type personal letters, class reports, or similar materials for students. Typing your dissertation is considered personal work. You may request assistance with mailing or sending FedEx packages if they are related to faculty-led research work. All requests for staff assistance should be coordinated with your dissertation chair.

Dissertation Library:

Former student dissertations may be found through the WSU Library system by using the Search IT engine.

Travel:

For liability and reimbursement purposes, you must complete a Travel Authority form for any work-related trip you take that is outside of Pullman (or any other station for off-campus students). This and other forms are available in Cleveland Hall 321. This form must be submitted, signed by the department chair, and initialed by your chair at least 21 days before a trip. In some circumstances, work-related travel advances may be obtained by submitting a request at least four weeks before the trip. Reimbursement for travel expenses is made by completing and submitting a Travel Expense Voucher within one week upon return. Only approved travel will be reimbursed.

You are strongly urged to attend professional meetings; sometimes, the department may have funds to pay some student travel expenses. Advisors may also use grant or project monies to pay partial travel expenses for graduate students attending meetings. The Graduate School disburses some grant-in-aid travel funds, which can be used for travel to professional meetings. Application forms for student travel grants may be obtained from the Graduate School. It is advisable to apply for a travel grant if you are presenting a quality paper at a professional meeting. In addition, space may be available in university vehicles, or some faculty members may share travel expenses.

General Information

Department Offices

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321 Cleveland Hall
Pullman, WA 99164-2132
Phone: 509.335.6842
education@wsu.edu

Washington State University **Spokane**
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PO Box 1495
Spokane, WA 99210-1495
Phone: 509.358.7942

Washington State University **TriCities**
College of Education, Sport and Human Sciences
2710 Crimson Way
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Phone: 509.372.7396

Washington State University **Vancouver**
College of Education, Sport and Human Sciences
Undergraduate Building (VUB) 300
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debarnett@vancouver.wsu.edu

Academic Coordinators

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Central Services, Facilities, and Resources

Item	Website location and additional information
Residency Requirements	Graduate School website for Establishing Residency
Email:	WSU 365 Email Log In Please log in with your WSU NID and password
Parking and Map	Pullman Transportation Services Spokane Parking Services Tri-Cities Parking Services Vancouver Parking Services
I-9 Forms	WSU employs only U.S. citizens and aliens who are authorized to work in the U.S. in compliance with the Immigration Reform and Control Act of 1986. A list of acceptable documentation may be found here.
W-4 Forms	U.S. Citizens Tax Information (W2 and W4) Non U.S. Citizens Tax Information (please contact Payroll Services)
Tax Information	U.S. Citizens Tax Information Non U.S. Citizens Tax Information
Social Security Numbers	Significance and correction of a Social Security Number and application pointers.

Central Services and Facilities	*Student Services, including Health and Counseling Services*
	    Pullman Student Well Being
	    Spokane Student Well Being
	    Tri-Cities Well Being
	    Vancouver Well Being
	Libraries
	    WSU overall Library
	    Spokane Health Sciences Library
	    Tri-Cities Library
	    Vancouver Library

Appendix A: LLT Doctoral Program Overview

Milestones	Route 1 & Route 2	
Coursework	● Enroll every semester in LLT 800 (1 credit minimum). ● Review Doctoral Program Coursework with your advisor. ● Choose chair and dissertation committee and develop a Program of Study (POS). ● Submit POS to Graduate School by the 3rd semester.	
PRELIMINARY EXAMINATION PHASE	Requirements: ● Approved POS on file with the Graduate School ● Completed required coursework (six or fewer graded credits remaining on the POS) ● Understanding that the dissertation defense must be completed within four years of Preliminary Examination Defense, but no longer than 10 years from earliest coursework on POS	
Decide Route	**Route 1** **Conceptual Papers**	**Route 2** **Publishable Paper #1**
Preliminary Examination Proposal (P1)	● Enroll in LLT 800 (1 credit minimum). ● Discuss the route you want to take with your chair and work with your chair to develop the Preliminary Proposal (P1) until you come to an agreement ● Submit your P1 to your chair and dissertation committee. ● Meet with your Dissertation Committee and discuss your P1.	
Write Preliminary Examination	● Conceptual Papers: Work independently. ● Publishable Paper #1: Work with your dissertation committee as you plan and conduct your research, then work independently on the manuscript.	
Preliminary Examination Defense	● Enroll in LLT 800 (2 credits minimum). ● Submit the Preliminary Examination Scheduling Form through myWSU a total of 15 business days before the exam to meet the processing time in the department and Graduate School. ● Defend Preliminary Exam.	
DISSERTATION PHASE	Requirements: ● Successful completion of the Preliminary Examination	

Continue Route	Route 1 Traditional Dissertation	Route 2 Two Publishable Papers and Supporting Chapters
Dissertation Proposal (D1)	● Enroll in LLT 800 (1 credit minimum). ● Discuss the Dissertation Proposal (D1) with your chair and work with your chair to develop D1 until you come to an agreement ● Submit your D1 to your dissertation committee. ● Meet with your dissertation committee and discuss your D1.	
D1 Defense	● Enroll in LLT 800 (1 credit minimum). ● Submit D1 Scheduling Form to the CSHES Office of Graduate Education at least 10 business days prior to meeting with Dissertation Committee. ● Defend D1. If D1 is approved by your committee: ● Submit Dissertation Proposal Approval Form to the CESHS Office of Graduate Education. ● Submit IRB documents. (Must have approval of IRB before starting research/data collection.)	
Write Dissertation	● Enroll in LLT 800 (1 credit minimum). ● Meet with chair and develop a schedule of completion. (See Appendix C) ● Work closely with your chair on your dissertation drafts. ● Share polished dissertation draft with committee upon your chair's approval. ● Work closely with your dissertation committee on additional dissertation drafts as needed.	
Dissertation Defense (D2)	● Enroll in LLT 800 (2 credits minimum). ● Submit Dissertation Scheduling Form through myWSU at least 10 business days before the exam to meet the Graduate School due date. ● Defend D2. If the D2 is approved by your Dissertation Committee: ● Submit final revisions of dissertation in ProQuest within ten (10) business days of your defense. ● Share a final draft of your dissertation with your committee.	

Appendix B: LLT Doctoral Program Coursework

LLT Doctoral Credit Overview	
Required Credits (Graded A-F)	34
Dissertation credits (Non-graded S/U)	20
Additional Credits (Graded A-F) or (Non-graded S/F) or (Non-Graded S/U)	18
Total Credits	**72**

LLT Specialization Core (Graded A-F; Minimum requirements: 17 graded credits)		
LLT 586	Seminar in LLT (1) *enroll 2x*	Fall, Spring
TCH LRN 511	Theoretical Foundations of Education Research (3)	Fall *odd years*
TCH LRN 550	Second Language Learning and Literacy (3)	Fall *even years*
TCH LRN 562	Foundations of Literacy: Theory and Research (3)	Spring *even years*
TCH LRN 570	Theory and Research in Digital Literacies (3)	Spring *odd years*
TCH LRN 582	Scholarly Writing (3)	Spring

Research Core (Graded A-F; Minimum requirements: 12 graded credits)		
Required (6 credits)		
ED RES 562	Epistemology (3)	Fall, Spring
ED RES 563	Principles of Research (3)	Spring
Required (3 credits – Pick 1)		
ED RES 564	Qualitative Research (3)	Fall, Spring
ED RES 565	Quantitative Research (3)	Fall, Spring
Required (3 credits – Pick 1)		
CSSTE 544	Discourse Analysis (3)	Fall
ED PSYCH 568	Quasi-Experimental Design (3)	Fall, Spring
ED PSYCH 569	Seminar in Quantitative Techniques in Education (3)	Spring
ED PSYCH 572	Introduction to Systematic Literature Reviews and Meta-Analyses (3)	Fall
ED PSYCH 575	Multilevel Modeling (3)	Sprig *odd years*
ED RES 564	Qualitative Research (3)	Fall, Spring
ED RES 565	Quantitative Research (3)	Fall, Spring
ED RES 569	Arts-Informed Perspectives in Educational Research (3)	Spring
XXX_XXX	Other courses approved by program committee	TBD

Prerequisites for Research Core (If needed)		
ED PSYCH 505	Research Methods (3) [pre-req for ED RES 562]	Fall, Spring, Summer
ED PSCYH 507	Introduction to Qualitative Research (3) [pre-req for ED RES 565]	Fall, Spring, Summer
ED PSYCH 508	Educational Statistics (3) [pre-req for ED RES 564]	Fall, Spring, Summer

Note: For ED PSYCH 505, 507, and 508, if you completed a similar course at a different institution, you could request to waiver. Complete the waiver form and submit it to your advisor for evaluation.

Dissertation Credits (Minimum requirements: **20 credits** (Non-graded S/U)		
	Doctoral Research, Dissertation, and/or Examination (V)	
LLT 800	*Enroll in at least 1 credit per semester.*	Fall, Spring
	Enroll in at least 2 credits when taking the final examination.	

Electives (Graded A-F) As needed for research area or to make minimum graded credit requirement		
TCH LRN 501	Bilingual / ESL Education	Spring *odd years*
TCH LRN 504	Advanced Study in Linguistics for Educators (3)	TBD
TCH LRN 509	Research in Curriculum and Assessment for Bilingual/ESL Education (3)	Fall *odd years*
TCH LRN 510	Theoretical Foundations of Bilingual/ESL Education (3)	Fall
TCH LRN 514	Methods and Materials for Bilingual/ESL Education (3)	Spring *even years*
TCH LRN 516	Advanced Study in Computer-Assisted Language Learning (3)	Spring
TCH LRN 517	Coding for Teachers (3)	TBD
TCH LRN 518	Integrating Technology in the Curriculum (3)	Spring
TCH LRN 519	Instructional Media Production I (3)	Fall
TCH LRN 544	Teaching Children's and Young Adult Literature (3)	Fall *even years*
TCH LRN 549	Communicating in a Multilingual Society (3)	Spring
TCH LRN 554	Sociolinguistics (3)	TBD
TCH LRN 569	Critical Analysis of Children's & Young Adult Literature (3)	Fall *odd years*
TCH LRN 573	Theory and Research in Computer-Assisted Language Learning (3)	TBD
ED RES 571	Dissertation Preparation (3) *highly recommended*	Fall
SPEC ED 595	Universal Design (3)	Fall *odd years*
XXX_XXX	Other courses approved by program committee	TBD

Electives (Non-graded S/F)		
TCH LRN 527	Seminar in Teacher Education Instruction (V) *required for TAs*	Fall, Spring
TCH LRN 590	Internship (3) *by interview only*	Fall, Spring
TCH LRN 600	Special Projects or Independent Study (V) *by interview only*	Fall, Spring
XXX_XXX	Other S/F courses approved by program committee	TBD

Pathway to Endorsement or Certificate: (Optional)

Endorsement or Certificate in English Language Learners: (Minimum requirements **18 credits**)

Required Coursework (15 credits)	*Elective coursework (3 credits)*
TCH LRN 501	TCH LRN 504
TCH LRN 509	TCH LRN 516
TCH LRN 510	TCH LRN 519
TCH LRN 514	
TCH LRN 549	

Certificate in Education Technology Across the Curriculum: (Minimum requirements **15 credits**)

Required Coursework (9 credits)	*Elective coursework (6 credits)*
TCH LRN 516	TCH LRN 517
TCH LRN 518	TCH LRN 570
TCH LRN 519	TCH LRN 573
	SPEC ED 595

Coursework approved by the faculty on August 18, 2025

Appendix C: Dissertation Timeline Considerations

Your chair and all committee members must approve the dissertation before you begin working on the dissertation. After the Dissertation Proposal (D-1) has been approved, you can start working on the dissertation. The timelines for these vary depending on the type of research or scholarship you undertake.

As you progress through the dissertation, you should meet with your chair to inform them of your accomplishments and problem-solve any challenges encountered along the way. The chair and committee members are there to provide expertise, support, and advice throughout the dissertation.

When you have developed written drafts of chapters/sections of the dissertation, those should be shared first with your chair. When the drafts of those chapters/sections are in a quality form, you may share those drafts with committee members to obtain their feedback. You should discuss the committee members' feedback with your chair before revising the chapters/sections.

As you share chapters/sections of the dissertation with your chair, typically, the timeline looks like this:

1. You submit Draft 1 of chapters/sections to your chair.
2. Your chair provides feedback to you about two (2) weeks after receiving it.
3. You edit and revise your draft and then submit Draft 2 to your chair.
4. Your chair provides feedback to you about two (2) weeks after receiving it.
5. You edit and revise your draft and then submit Draft 3 to your chair.
6. Your chair provides feedback to you about two (2) weeks after receiving it.
   (This drafting/revising may continue through several additional cycles.)

Your chair will let you know when your draft is at a quality level and can be shared with your committee members. A similar timeline for working with your committee members would then follow:

1. You submit Draft 1 of chapters/sections to your committee members.
2. Your committee members provide feedback to you about two (2) weeks after receiving it.
3. Before revising the draft per the committee members' suggestions, consult with your chair.
4. You submit Draft 2 of chapters/sections to your committee members.
5. Your committee members provide feedback to you about two (2) weeks after receiving it.
6. Before revising the draft per the committee members' suggestions, consult with your chair.
   (This drafting/revising may continue through several additional cycles.)

After the last draft/revision cycle, you will want to share the revised chapters/sections with your chair. The chair will review the draft within about two weeks of you submitting it to them. More edits and revisions may be needed per the advisor's/chair's suggestions. The resulting draft would again be shared with the committee members, who may suggest edits/revisions. This cyclical process will continue until you have a quality draft of your dissertation. **Some students need 5-10 draft cycles to reach a quality dissertation draft.** *(If you need five (5) draft cycles, that is a minimum of 10 weeks of reading/revising time and does not include your revision/editing time, so planning accordingly is vital for staying within the timeline.)*

When your chair feels you are ready, they will tell you that you can now schedule your defense. You and your chair will propose dates to the committee for the final defense. When a date is chosen, you will work with the Department staff to identify a room for the defense. The date, time, and location are then written on the scheduling form, and you upload it to myWSU. Your chair and each committee member must electronically approve the form through myWSU. Simultaneously you must give the members a copy of your quality draft.

Complete the final [Scheduling Exam: Dissertation/Thesis Final, Non-Thesis Final, and Preliminary Examination SmartSheet Form](#) and once emailed to you, then upload it to your myWSU Service Request portal. This Exam form is due in within myWSU 15 business days before your exam for approvals and processing.

You must be enrolled in Final Examination credits during the semester you present your dissertation, LLT 800 (minimum two (2) credits).

Sample Timeline for a Spring Defense/Presentation#
November 1: First draft to chair*
November 15: Draft 1 returned to you
December 2: Draft 2 returned to you
December 16: Draft 3 to chair
January 3: Draft 3 returned to you
January 7: Draft 4 to committee members
January 21: Draft 4 returned to you

Consult with chair

February 4: Draft 5 to committee members
February 18: Draft 5 returned to you

Consult with chair

March 4: Draft 6 to chair
March 18: Draft 6 to you

Consult with your chair.

The quality level of the draft may have been met at this point. Your chair may direct you to send the final quality draft to the committee.

March 25: Begin asking committee members for dates of availability for the presentation of the Special Dissertation.

April 1: Completed Scheduling Form uploaded by you to your myWSU for approval routing
April 1: final draft of dissertation sent to ceshs.gradstudies@wsu.edu for the CESHS announcements
April 1: UMI/Proquest copy for formatting uploaded through the [Thesis/Dissertation website](#)
April 8: Scheduling Form received in the Graduate School
April 22: Presentation of Dissertation

You should work with your advisors/chairs to establish a timeline like this for finishing your dissertation. If you hope to present/defend your dissertation in the summer term, you should consult with your advisors/chairs as well as your ENTIRE committee. Some faculty are not available in the summer, so finishing a dissertation in the summer may not be possible. Given the timeline examples above, you and your chair may feel that you cannot accomplish a quality draft quickly enough to defend/present during the summer term.

*This timeline assumes that you had proposed your dissertation idea to your chair (after extensive discussion with your chair) and committee members several months earlier, and your proposal was approved. That is, you would have discussed dissertation ideas and had a proposal meeting with your committee by the previous May (or earlier, depending on the type of research conducted). The time between May and November 1st would have been spent conducting the dissertation research and writing the first draft of the chapters.

#Be sure to check due dates on the Deadlines and Procedures for Doctoral Degrees for last dates to defend each term but note their deadlines do not include the additional five (5) business day processing the department needs for approvals on forms. There 10 business days deadline is only once the approved forms arrive in their office. As always if your defense is different than the last day listed, use the 15 full business day model to submit all requirements so as not to short processing time for forms and other required items.

Appendix D: CESHS Ph.D. Cognate Options

Possible Cognate Areas of Study

<u>General Overview</u>

Education Ph.D. programs at Washington State University are designed to provide focused, discipline-specific expertise to emerging scholars in the fields of 1) Cultural Studies and Social Thought in Education (CSSTE), 2) Educational Psychology (EdPsy), 3) Language, Literacy, & Technology (LLT), 4) Mathematics & Science Education (MthSciEd), and 5) Special Education (SpEd). Each area contains core research and knowledge important to scholars in that field.

However, educational research often draws from a wide array of theories, frameworks, and methodologies that cut across various fields of study. Because specific research areas often have interdisciplinary foci that relate to two or more of the above areas, the five Education Ph.D. programs at WSU have collectively developed sets of courses that represent possible *cognates* in specific areas of study. The courses should be selected in conjunction with your advisor and **can be used to satisfy the cognate area requirement of your program of study,** if applicable. You have the option of obtaining a/an 1) discipline-specific cognate, 2) interdisciplinary cognate, or 3) dual-area certificate cognate. These options extend any other set of options already offered by your Ph.D. program.

All courses listed below will be offered to all campuses via videoconferencing and will be scheduled in the evening unless noted below. Scheduling and other logistical issues might prevent you from being able to take the specified courses in a given cognate. It is strongly recommended that the list of courses be used whenever possible; however, we recognize the need for flexibility and are open to approved changes or course substitutions subject to the approval of your advisor and program committee. It is up to you and your faculty advisor to monitor cognate progress and completion.

<u>Discipline-Specific Cognate Options</u>

The following cognates comprise 3-credit courses recommended for students by faculty in the given areas and intended for students not enrolled in the given area. They collectively provide a knowledge base suitable for a cognate in that area. Students successfully enrolling in a given set of courses will receive a certificate in that area (e.g., "Certificate of Cultural Studies and Social Thought in Education").

	Discipline-Specific Cognate in …	
Cultural Studies and Social Thought in Education		
CSSTE 531	Cultural Studies in Education	*Fall Even*
CSSTE 535	Multicultural Education in a Global Society	*Fall every year*
CSSTE 536	Environment, Culture, and Education	*Spring Odd*
CSSTE 537	Place Based Education	*Spring Odd*

Educational Psychology

Ed_Psych 502	Theory Foundations of Learning and Instruction	*Fall every year*
Ed_Psych 573	Motivational Theories	*Spring Even*
Ed_Psych 521	Topics Course: Embedded Cognition	*Fall Even*
Ed_Psych 521	Topics Course: Data Management and Visualization	*Summer every year*

Mathematics and Science Education

Tch_Lrn 581	Learning & Development in Math & Science	*Fall Odd*
Tch_Lrn 584	Research on Teaching in Math & Science	*Fall Even*

Choose two from the following:

Tch_Lrn 512	Language and Cultural Factors in Mathematics	*Spring Odd*
Tch_Lrn 531	Frameworks for Research in Math & Science Education	*Spring Even*
Tch_Lrn 571	Research in STEM Education	*Spring Odd*
Tch_Lrn 574	Science for All	*Fall Even*

Special Education

Spec_Ed 589	Special Education Personnel Preparation and Professional Development	*Fall Odd*
Spec_Ed 592	Single Subject Research Design and Methods	*Spring Even*
Spec_Ed 593	Diversity, Equity, and Inclusion in Special Education	*Fall Odd*
Spec_Ed 595	Universal Design	

Interdisciplinary Cognate Options

If you are interested in obtaining an interdisciplinary cognate can do so by taking any four courses in the above grid. However, it is strongly recommended that a given theme or focus connect the courses; advisor and committee approval of an interdisciplinary cognate is required.

To assist you and your advisor(s) interested in the interdisciplinary option, the following cognates have been created that are comprised of 3-credit courses offered in several different WSU Ph.D. programs, connected by a specific focus identified in the cognate title.

Interdisciplinary Cognate in …

Research Methods across Disciplines

	Ed_Psych 521	Topics Course: Data Management and Visualization	*Every Summer*
	Spec_Ed 592	Single Subject Research Design and Methods	*Spring Even*
	Tch_Lrn 511	Foundations of Theoretical Frameworks (LLT)	*Fall Odd*
	Tch_Lrn 531	Frameworks for Research in Math & Science Education	*Spring Even*

Research on Learning and Cognition

	Ed_Psych 502	Theory Foundations of Learning and Instruction	*Fall every year*
	Spec_Ed 593	Diversity, Equity, and Inclusion in Special Education	*Fall Odd*
OR	Tch_Lrn 550	Second Language Learning and Literacy	*Fall Even*
	Tch_Lrn 562	Foundations of Literacy: Theory & Research	*Spring even*
	Tch_Lrn 581	Learning & Development in Math & Science	*Fall Odd*

Research on Equity in Education

	CSSTE 535	Multicultural Education in a Global Society	*Fall every year*
	Spec_Ed 593	Diversity, Equity, and Inclusion in Special Education	*Fall Odd*
OR	Tch_Lrn 512	Language and Cultural Factors in Mathematics	*Spring Odd*
	Tch_Lrn 574	Science for All	*Fall Even*
	Tch_Lrn 549	Communicating in a Multilingual Society	*Spring Odd*

Research on Instruction

	CSSTE 537	Place Based Education	*Spring Odd*
	Spec_Ed 595	Universal Design	
	Tch_Lrn 570	Theory and Research in Electronic Literacies	*Spring Odd*
	Tch_Lrn 584	Research on Teaching in Math & Science	*Fall Even*

Research on Social Aspects of Education

	Choose 4 of the 5 courses listed:		
	CSSTE 536	Environment, Culture, and Education	*Spring Odd*
	Ed_Psych 521	Topics Course: Embedded Cognition	*Fall Even*
	Spec_Ed 595	Universal Design	
	Tch_Lrn 549	Communicating in a Multilingual Society	*Spring Odd*
OR	Tch_Lrn 512	Language and Cultural Factors in Mathematics	*Spring Odd*
	Tch_Lrn 574	Science for All	*Fall Even*

Dual- and Multi-area Cognate Options

If you are interested in obtaining a dual-area cognate, you may take four courses that are 1) thematically connected, 2) outside of your degree program, and 3) approved by your advisor(s) and committee. The courses should provide you with core knowledge in both fields of study and the basis for a collective focus across the areas.

If deemed appropriate, you may create a cognate by taking courses in three different program areas if they satisfy the three criteria outlined above.

Here are two examples of potential dual- and multi-area certificates:

- ***Literacy in Special Education:*** TchLrn 549, 562; Spec Ed 593, 595
- ***Equity in STEM Education***: TchLrn 512, 549, 574; CSSTE 535