



WARNER
SCHOOL OF EDUCATION

UNIVERSITY *of* ROCHESTER

Teaching & Curriculum

COMPREHENSIVE EXAMINATION/ QUALIFYING EXAMINATION FORM

(PH.D. & ED.D.)

GUIDELINES & FORMS

**WARNER GRADUATE SCHOOL OF EDUCATION
AND HUMAN DEVELOPMENT**

COMPREHENSIVE EXAMINATION/QUALIFYING EXAMINATION FORM

Congratulations upon reaching the final stage prior to beginning the dissertation process! The Warner School is committed to supporting your efforts to complete your comprehensive exam/qualifying examination.

The procedure described below and on the following pages is required for all doctoral students. **Specific information on the nature, format, and content of the comprehensive exam/qualifying exam can be obtained from your academic advisor or program chair, not from the Office of Student Services.**

Upon successful completion of the exam, it is your responsibility to complete the top of page 5, obtain faculty signatures for page 5, and then submit page 5 to Claire Urbanowicz, Office of Student Services, LeChase 248. OR you can ask each of your committee members to send an e-mail approval to Claire at curbanowicz@warner.rochestere.edu .

A. STUDENT INFORMATION

Name: _____

Student ID No.: _____

Telephone:

Home: _____

Office: _____

Cell: _____

Email: _____

Degree:

___ EdD

___ EdD Accelerated

___ PhD

Program Area: _____

B. PROCEDURE FOR DESIGNING THE EXAM

You should meet with the faculty committee (see next page) to discuss the design of the examination, i.e., nature of the exam, fields to be examined, and manner of examination (20-25 page paper, written questions, oral examination, etc.). Warner School faculty have stipulated that at least one part of the examination must be in written form. After consulting with your committee, please describe the examination below.

For Students in Ph.D. or Traditional Ed.D. in Teaching & Curriculum:

There are two options for Ph.D. and Traditional Ed.D T&C students:

<u>Options</u>	<u>Committee Member Examining</u>	<u>Method of Examination</u>
<p>1. a. Educational Problem: Based on research literature, explain what is known about [problem]. Include methodology to the extent that it helps explain findings from the research literature.</p> <p>b. Theoretical Framework: What theories and methodologies have been (or could be) used by researchers to study [problem], and to what ends? This essay should include an explicit analysis of how the theories and methodologies afford and constrain what we know about [problem].</p>		<p>20 page minimum, 25 page maximum</p> <p>20 page minimum, 25 page maximum</p>
<p>2. • A single paper of 40-50 pages that consists of a comprehensive analysis of the problem, theory, and methodology related to the student's future dissertation research. Based on research literature, the student will explain what is known about [problem] and will include methodology to the extent that it helps explain findings from the research literature. The student will explain the theories and methodologies that have been (or could be) used by researchers to study [problem], and to what ends? This essay should include an explicit analysis of how the theories and methodologies afford and constrain what we know about [problem].</p>		<p>40-50 page paper</p>

For Students in Accelerated Ed.D. in Teaching & Curriculum:

Two 25-page papers are required. Please complete blanks in right-hand column for each of the two papers.

	<u>Committee Member Examining</u>	<u>Method of Examination</u>
1. Educational problem: Identification of the problem proposed for study. The comp paper consists of a literature review that analyzes other research that has investigated this problem, identifies the relevant gap in this literature, and articulates how previous work relates to and motivates a study of the problem in your particular research/work site. <i>Must be related to your dissertation.</i>		25 page paper
2. Theoretical framework and research methodology: The comp paper consists of a description of an action research project to be undertaken to address the educational problem, a critical analysis of how and why this constitutes action research and why action research is an appropriate methodology to address this problem, and an identification and discussion of the theoretical framework that informs this study. <i>Must be related to your dissertation.</i>		25 page pape

C. FORMING THE EXAMINATION COMMITTEE

The examination committee is composed of three faculty members.

For Ph.D. committees, at least two of the three committee members must be full-time Warner School faculty members (tenure-line or clinical) who hold PhDs. One of those faculty members must be from the student's program area, and the other must be from outside the program area. The third committee member may be a faculty member from the Warner School, but also may be a faculty member from another school/college in the University. (See paragraph below for further criteria for the third committee member).

For Ed.D. committees, at least two of the three committee members must be a Warner School faculty member who either is on a tenure-track with a rank of at least assistant professor, or is part of the Warner School clinical faculty. The third committee member may be a faculty member from the Warner School, but also may be a faculty member from another school/ college in the University. (See paragraph below for further criteria for the third committee member).

The third committee member of the comprehensive examination/qualifying examination committee for both **Ph.D. and Ed.D committees** may come from a college/university other than the University of Rochester. In this case, the student must obtain a curriculum vita from the third proposed member and submit it to the Senior Associate Dean of the Warner School for his approval. The proposed committee member must have an earned doctorate, must be tenured or tenure-track faculty, must have a rank of at least assistant professor, and must be actively engaged in research.

Names (Please print or type.)

Signatures*

* Or please ask your committee members to send an “agreement to be a committee member” email to curbanowicz@warner.rochester.edu

D. FILING THE COMPREHENSIVE EXAMINATION/QUALIFYING EXAMINATION FORM

The Teaching & Curriculum Comprehensive Examination/Qualifying Examination must be completed within **one semester (or 16 weeks, if the student does not start at the beginning of the fall or spring semesters)** of the filing of this form with Claire Urbanowicz in the Office of Student Services. **If the examination is not completed within this time period, a new examination must be designed.** Exceptions will be granted if circumstances warrant.

We recommend the following timeline. For the two question option, from the time the precis is finalized, the student would have one month to submit the first examination. Faculty would have two weeks to provide feedback once examination is submitted. Student would have two weeks to submit revision for comprehensive examination 1. The process will be repeated for the second comprehensive examination. For the one question option, the student would have two months to submit the examination, with three weeks for feedback, and another month for revision.

The signatures below indicate that the design of the exam has been approved. **The student must enter the date of filing, add his/her signature, and obtain the signature (or email approval) of his/her advisor.** Claire Urbanowicz will obtain signatures of both the Program Chair and the Senior Associate Dean.

Date of Filing: _____

Signatures:

Student	
Advisor	
Program Chair*	
Senior Associate Dean*	

* Claire Urbanowicz will obtain these signatures for student.

COMPREHENSIVE EXAMINATION/QUALIFYING EXAMINATION FACULTY SIGN-OFF

I attest that the following student has successfully completed the comprehensive examination/qualifying examination. (In lieu of signatures each committee member may e-mail approval to curbanowicz@warner.rochester.edu):

Student's Name (printed/typed) Date Exam Completed

1. _____
Faculty Member Signature
2. _____
Faculty Member Signature
3. _____
Faculty Member Signature
4. _____
Faculty Member Signature (IF NECESSARY)
5. _____
Faculty Member Signature (IF NECESSARY)

IT IS THE STUDENT'S RESPONSIBILITY TO COMPLETE THE TOP OF THIS PAGE, OBTAIN REQUIRED FACULTY SIGNATURES, AND THEN RETURN THIS PAGE TO CLAIRE URBANOWICZ IN THE OFFICE OF STUDENT SERVICES, LECHASE 248. OR you can ask each of your committee members to send an e-mail approval to curbanowicz@warner.rochester.edu.
