



**WARNER**  
SCHOOL OF EDUCATION  
UNIVERSITY *of* ROCHESTER

## **Teaching & Curriculum**

# **COMPREHENSIVE EXAMINATION/ QUALIFYING EXAMINATION FORM**

**(PH.D. & ED.D.)**

## **GUIDELINES & FORMS**



## 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>
1. a. <b>Educational Problem:</b> Student identifies an educational problem and articulates its significance. The comp question should prompt a literature review that analyzes other research, including relevant methodologies, which has investigated this problem and finds what remains to be investigated.		25 page paper
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b. <b>Theoretical Framework:</b> This literature review should point to the theoretical framework, including relevant discussion of research methodologies, the student will likely use in the dissertation proposal by analyzing the frameworks that have been used to research the problem of focus.		25 page paper
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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. The student will identify an educational problem and articulate its significance in the context of the research literature. A thorough discussion of the theoretical frameworks that have been used to investigate this problem is also expected. Discussion of relevant methodologies will also be needed to give context to the reviewed studies' findings. The student should also clearly identify gaps in the literature that remain to be studied.		40-50 page paper

## 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. <b>Educational problem:</b> 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. <b>Theoretical framework and research methodology:</b> 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 paper

## 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, tenure-track or clinical Warner School faculty members who hold a PhD. 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 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 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 approval. The proposed committee member must have an earned doctorate, must be tenure-track or clinical 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](mailto:curbanowicz@warner.rochester.edu).

**D. FILING THE COMPREHENSIVE EXAMINATION/QUALIFYING EXAMINATION FORM**

The Teaching & Curriculum Comprehensive Examination/Qualifying Examination must be completed within **six months** 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.**

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](mailto: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)	

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**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, STUDENT SERVICES, LECHASE 248. OR you can ask each of your committee members to send an e-mail approval to [curbanowicz@warner.rochester.edu](mailto:curbanowicz@warner.rochester.edu).**

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