

**Dept. of**

**EAHR**

**Doctoral Student  
Handbook**

Congratulations on continuing your education. You are to be commended and the faculty and staff of the Department of Educational Administration and Human Resource Development are looking forward to working with you in the program.

This handbook was developed to help answer questions and/or concerns that may arise during your graduate program. We realize that each student's program is unique, but it is hoped that this handbook will help guide you in your endeavors. This handbook, along with your graduate catalog, and the Office of Graduate Studies handbook can assist you throughout your program. Please know that you are welcome to visit with faculty or staff at any time. While it is your responsibility to see that all requirements are met, faculty and staff will be glad to assist you and to answer any questions you may have.

Again, welcome to the Department of Educational Administration and Human Resource Development. It is our sincere wish that we provide you with a vigorous and challenging program as you prepare for significant positions in your chosen specialization.

Joyce Nelson  
Director of Academic Advising

Noelle Barnes  
Academic Advisor II

Avery Pavliska  
Academic Advisor II

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## **Overview**

The Department of Educational Administration and Human Resource Development offers degrees at the masters and doctoral levels. Students may specialize in one of several areas within the department. The areas include adult education; higher education administration; human resource development; and public school administration. Public school administration specialization students may integrate professional certification (principal and/or superintendency) with their graduate work. Students interested in pursuing careers at the college/university level may wish to incorporate the college teaching area emphasis into their program. Training and development certification is also available to any graduate student.

## **Mission**

We are committed to developing educational leaders and to inform and improve practice through the scholarships of teaching, discovery, application and integration across disciplines.

## Faculty Members

There are 26 graduate faculty professors in the Department of Educational Administration and Human Resource Development and 4 adjunct professors who can serve on committees.

Mary Alfred Associate Professor	Adult Education	(979) 845-2788 malfred@tamu.edu
Fred Bonner Associate Professor	Higher Education Administration Student Affairs Administration	(979) 845-7273 fbonner@tamu.edu
Jamie Callahan Associate Professor	Educational Human Resource Development	(979) 458-3584 jcallahan@tamu.edu
Terah Venzant Chambers Assistant Professor	Public School Administration	(979) 862-7972 tvenzant@tamu.edu
Dominique Chlup Assistant Professor	Adult Education	(979) 845-4331 dchlup@tamu.edu
Carolyn Clark Associate Professor	Adult Education	(979) 845-4086 cclark@tamu.edu
Bryan Cole Professor	Higher Education Administration Continuous Quality Improvement	(979) 845-5356 b-cole@tamu.edu
Virginia Collier Clinical Associate Professor	Public School Administration	(979) 862-1336 vcollier@tamu.edu
Larry Dooley Associate Professor	Educational Human Resource Development	(979) 845-5300 l-dooley@tamu.edu
Toby Egan Assistant Professor	Educational Human Resource Development	(979) 458-3585 tegan@tamu.edu
Guadalupe Guerrero Clinical Asst. Professor	Public School Administration	(979) 862-8021 gguerrero@tamu.edu
John Hoyle Professor	Public School Administration Future Studies	(979) 845-2748 jhoyle@tamu.edu

<b>Faculty Member</b>	<b>Emphasis/Area of Interest</b>	<b>Phone/E-mail</b>
Vicente Lechuga Assistant Professor	Higher Education Administration	(979) 845-7257 vlechuga@tamu.edu
Yvonna Lincoln Professor	Higher Education Administration Qualitative/Natural Research	(979) 845-2701 ysl@tamu.edu
Jean Madsen Associate Professor	Public School Administration	(979) 862-2421 jmadsen@tamu.edu
Kathryn McKenzie Assistant Professor	Public School Administration	(979) 458-3017 kmckenzie@tamu.edu
Gary McLean Senior Professor	Educational Human Resource Development	(979) 458-0508 gmclean@tamu.edu
Fred Nafukho Associate Professor	Educational Human Resource Development	(979) 862-3395 fnafukho@tamu.edu
Kelli Peck-Parrott Visiting Asst. Professor	Higher Education Administration Student Affairs Administration	(979) 845-6556 kparrott@tamu.edu
Anthony Rolle Associate Professor	Public School Administration	(979) 862-3519 arolle@tamu.edu
Jim Scheurich Professor & Head	Public School Administration	(979) 845-2716 jscheurich@tamu.edu
Linda Skrla Professor & Associate Dean	Public School Administration	(979) 862-4198 lskrla@tamu.edu
Christine Stanley Professor & Exec. Assoc. Dean	Higher Education Administration	(979) 845-2718 cstanley@tamu.edu
Homer Tolson Visiting Professor	Educational Human Resource Development	(979) 458-1120 htolson@tamu.edu
Mario Torres Assistant Professor	Public School Administration	(979) 458-3016 mstorres@tamu.edu
Jia Wang Assistant Professor	Educational Human Resource Development	(979) 862-7808 jiawang@tamu.edu

<b>Faculty Member</b>	<b>Emphasis/Area of Interest</b>	<b>Phone/E-mail</b>
Gwen Webb-Johnson Assistant Professor	Public School Administration	(979) 458-3973 gwebbj@tamu.edu
Luana Zellner Clinical Associate Professor	Public School Administration	(979) 862-1296 l-zellner@tamu.edu

***Adjunct Professors:***

Eddie Joe Davis President, TAMU Development Foundation	Higher Education Administration	(979) 845-2217 edavis@tamu.edu
Tito Guerrero Vice President & Assoc. Provost	Higher Education Administration	(979) 458-2905 tguerrero@tamu.edu
David Parrott Assoc. Vice President for Student Affairs	Higher Education Administration	(979) 845-4728 davep@tamu.edu
Robert Walker Sr. Executive for Development, TAMU Development Foundation	Higher Education Administration	(979) 845-8161 rwalker@tamu.edu

### **Temporary Faculty Advisor**

Upon admission into our graduate program, each student is assigned a temporary faculty advisor. The role of the temporary faculty advisor is to assist students in interpreting university, departmental, and program regulations and requirements. It is usually in the best interest of the student to contact his/her temporary chair prior to registering for the first semester.

As a student, you will be required to select a faculty member of our department to serve as your permanent committee chair. Your chair can be the temporary chair that has been assigned to you; but you should not feel obligated to your temporary chair beyond the temporary appointment.

The selection of your committee chair will be one of the most crucial decisions you will make in your graduate career. For this reason, you are encouraged to meet as many faculty members as

early as possible in your program. The final designation of this chairperson should represent a mutually satisfactory choice made by the student and faculty member. Together with your chairperson, you will select the remaining members of your advisory committee and organize a degree plan. Further discussion regarding committee members is described under *Committee Members*.

### **Registration and Tuition Payment**

Being fully admitted enables you to preregister. It is to your advantage to register early as many classes fill up quickly. Class schedules are available on the TAMU web site (<http://courses.tamu.edu>). All students register for classes through the internet (<https://register.sherwood.tamu.edu>). If a class in which you wish to enroll is full, please contact the instructor for that class. The instructor must provide the individual permission before an academic advisor can assist a student in enrolling in the class.

It is the student's responsibility to pay his/her tuition on time. Students will be notified through their neo e-mail account regarding fees and when tuition is due. You may also review your fee statement through the class registration web site. Fee statements are not mailed to students, so it is imperative that you pay close attention to the date that tuition and fees are due. Failure to submit by the required date will result in at least a \$100 late fee. Payments can be made on-line through <http://aggie-pay.tamu.edu>.

## **Degree Plans**

All graduate students must have on file with the Office of Graduate Studies (OGS) his/her degree plan showing the coursework that the student will complete for his/her degree. Degree plans are completed in conjunction with your committee chairperson and the other committee members.

Doctoral students must have their degree plan on file with the Office of Graduate Studies **prior to completing thirty-six semester credit hours (36 sch)**. Failure to comply with this requirement will result in you being blocked from registration until a degree plan is on file with the Office of Graduate Studies.

To complete a degree plan, students must submit it on-line through the Office of Graduate Studies (OGS) web site (<http://ogs.tamu.edu/forms>). When submitting the degree plan on-line, it will be sent to all committee members and department representatives for electronic approval. Students will be notified when his/her degree plan has been approved and on file with OGS.

## **Grade Point Averages**

To be in good standing with the Office of Graduate Studies and the Department of Educational Administration and Human Resource Development, all graduate students must maintain at least a 3.0 grade point average (GPA) during his/her degree program. Two GPA calculations are considered in this requirement: (1) coursework applied towards the degree plan, and (2) coursework taken.

If you are a graduate assistant with this department, please be aware that your continuing assistantship is contingent upon your GPA and work ethics. Any student falling below the 3.0 GPA requirement will receive notification of such from the department head. In addition, because graduate assistants are state employees, they are evaluated at the end of each semester on their work

performance. If the professor overseeing the assistantship does not feel that satisfactory work ethics are being held, the graduate assistant will be released of his/her assistantship duties. A probationary period may be provided for the student to return to good standing with the Department and OGS. Failure to do so will result in absolving his/her assistantship and the possibility of being dropped from graduate studies.

If you are a graduate assistant in another department on campus, it is recommended that you find out their requirements for maintaining your assistantship.

### **Petitions**

There may come a time during your program that you may need to substitute a class or professor on your committee, or to change your major. To make any changes in your program, you must complete a petition, obtain appropriate signatures, and submit the petition to one of the academic advisors for department head signature. The academic advisor will ensure that the petition is submitted to the Office of Graduate Studies. All members from your committee must sign the petition. The petition form is available on the OGS web site (<http://ogs.tamu.edu/forms>). All petitions must be filled out and printed from the OGS web site as handwritten forms will not be accepted.

If you are removing and/or adding committee members, all members (past and present) must sign. Should you desire to change your program to another department and do not have a degree plan on file with OGS, the only signature required (besides yours) is that of the department head.

### **Department Citation Standard**

All coursework requiring citations during graduate studies in the Department of Educational Administration and Human Resource Development will use the American Psychological Association

(APA) 5<sup>th</sup> edition for style and format. Citations for dissertation or record of study will follow the journal mutually agreed upon by student and his/her committee chair.

### **Scholastic Dishonesty**

Students in the Department of Educational Administration and Human Resource Development are expected to maintain the highest degree of integrity and ethics during their academic program. Plagiarism, fabrication of information, acquiring information regarding exams, etc., will not be tolerated. Students should become familiar with the TAMU Student Rules regarding his/her rights and responsibilities (<http://student-rules.tamu.edu/>).

### **DOCTORAL DEGREES**

The Department of Educational Administration and Human Resource Development offers the Doctor of Education (EdD) and the Doctor of Philosophy (PhD). Adult education specialization students must complete a minimum of 72 semester credit hours. Human resource development specialization students are required to complete a minimum of 64 semester credit hours. The PhD program for the higher education administration or public school administration specializations consists of a minimum of 73 semester credit hours. Students in the public school administration may earn either an EdD or PhD degree. The EdD program for public school administration students consists of a minimum of 69 semester credit hours and students go through the program as a cohort. Students in the remaining specializations (adult education; educational human resource development; higher education administration) earn PhD degrees. As mentioned earlier, public school administration specialization PhD students may integrate the principal and/or superintendent

certification into their program. Superintendent courses are included into the EdD program. In addition, students may incorporate the college teaching area emphasis into their doctoral program.

### **Required Coursework for all Doctoral Students**

Under each specialization, there are required courses. These courses are listed on the example degree plans. You will want to be careful to arrange your schedule so that you can take these at an optimum time.

In addition to the coursework required by each specialization, all doctoral students in this department must take the following statistics/research methodologies courses:

EHRD 651	Models of Epistemology, <b><u>AND</u></b>
EHRD 690A or EDAD 690A	Statistics I, <b><u>AND</u></b>
EHRD 690B or EDAD 690B	Statistics II, <b><u>AND</u></b>
EHRD 655	Qualitative Research Methods, <b><u>OR</u></b>
EDAD 690N	Theory of EDAD Research Field Methods

In addition, students must select two of the following to complete the required statistics/research methodologies course sequence:

EDAD 623	Advanced Field Research Methods
EDAD 690P	Theory of EDAD Research Proposal Preparation
EDAD 690S	Theory of EDAD Research Data Survey Analysis
EHRD 656	Advanced Qualitative Research
EHRD 657	Life History Research
EHRD 690C	Theory of EHRD Research Design (quantitative)
EHRD 690L	Theory of EHRD Research Design – Literature Review

Students should enroll in EHRD 651 early in their graduate program. While it is **strongly** recommended that students complete EHRD 651 prior to registering for any other required statistics/research methodology course, students are allowed to enroll in EHRD 651 and either EDAD 690A or EHRD 690A in the same semester. By taking EHRD 651 early in your graduate program, you are introduced to the various approaches to research techniques and are able to select the appropriate methodology for your dissertation or record of study writing.

## Committee Members

As stated earlier, all graduate students must have a degree plan on file with the Office of Graduate Studies (OGS) within the timeframe noted. Doctoral students must have four (4) committee members. The chair or co-chair and a second member must be faculty members within our department. Students in the HRD emphasis are required to have at least two HRD faculty on his/her committee. At least one member of the committee must be from a department other than EAHR. The degree plan must be submitted to the Office of Graduate Studies at least 90 days before the student's preliminary exam.

## Examinations

### Qualifying Exam

Students in the **educational administration program** (higher education administration and public school administration specializations) are required to successfully pass a departmentally prepared mid-point written examination prior to the completion of 30 hours of doctoral work. **Prior** to taking the exam, the student must complete EDAD 639 (Foundations of Educational Administration), EDAD 653 (Nature and Problems of Administrative Behavior), and EDAD 690A (Theory of EDAD Research Design – Stat I). Continuation in the program and/or any additional required study is dependent on the results of this qualifying examination. The mid-point examination may be waived if the professors having the responsibility for the respective courses affirm mastery of the “core knowledge” for each course. Students in the educational administration program can find the waiver form under student information on the departmental web page ([http://eahr.tamu.edu/articles/academic\\_forms](http://eahr.tamu.edu/articles/academic_forms)).

Doctoral students in the **human resource development specialization** must successfully complete a qualifying exam which consists of two phases. The student is required to pass both

phases between his/her 24-36 credit hours. **For full explanation of this qualifying exam, please review the appendix at the end of this booklet.**

### **Preliminary Exam**

Each doctoral student must successfully complete an oral and written preliminary exam prior to admission to candidacy for the doctoral degree. The student must have a current GPA of at least 3.0 when scheduling this exam. Doctoral students may take the exam when he/she is within approximately six hours of completing the required coursework (681, 684, 690, 691 and 692 courses are not included). Both the oral and written portions of the exam must be taken within a two-week period. Preliminary exams can only be scheduled during fall and spring semesters – they cannot be scheduled during the summer. The Office of Graduate Studies requires that the preliminary exam be taken and results submitted at least 14 weeks prior to the defense of the dissertation or record of study. As scheduling is sometimes difficult due to the many responsibilities of the committee members and the student, students are encouraged to plan ahead to provide as much flexibility as possible. After the student has secured a date and time with all committee members, the student must contact an academic advisor so that they may begin processing the paperwork to all committee members.

### **Proposal Hearing**

Each doctoral student is required to conduct a proposal hearing with his/her committee. This meeting allows the student to finalize with his/her committee the details regarding the dissertation or record of study research. The student's proposal must be submitted to the Office of Graduate Studies at least 15 days prior to the scheduled defense date of the dissertation or record of study. You should bring to your proposal hearing the Office of Graduate Studies Proposal Title Page for Thesis, Dissertation or Record of Study form, which is located on the Office of Graduate Studies web site.

This should be signed at your proposal hearing so that all required paperwork can be forwarded to OGS. It is the **student's** responsibility to submit the proposal as well as the signed title page to Bill Ashworth, administrator coordinator in the Department of EAHR, for filing to OGS.

### **Submission of Institutional Review Board (IRB) Protocol**

All students must have approval to conduct their research prior to beginning collecting any data. (**Note:** The proposal hearing must be held before the submission of the IRB protocol.) Students must schedule a meeting with Bill Ashworth to discuss their research problem so as to more accurately prepare the IRB protocol. After it has been submitted to the IRB office, students will be notified when they have been approved to begin collecting their data. It cannot be stressed enough that students cannot collect data prior to being approved by the IRB office. Failure to comply with this policy will result in the student being disqualified from conducting research and thereby causing a delay in the student's completion of his/her degree. It is also advised that a student not begin registering for research or professional study credit hours unless the IRB has been approved.

### **Final Exam/Defense**

A final oral exam is given upon completion of the dissertation or record of study. The student must have at least a 3.0 GPA, have been admitted into candidacy, and be currently registered. Any grades of D, F or U must be cleared prior to scheduling the final examination. The preliminary exam results and proposal must be submitted to the Office of Graduate Studies at least 14 weeks prior to the scheduled defense date. Once a student has secured the date and time with all committee members, it is the responsibility of the student to inform an academic advisor so that the letter of announcement can be processed. Your committee chair and the department head must sign the letter of announcement. The announcement of the defense must be submitted to OGS at least 10 working days prior to the scheduled date. Because of the required signatures, the academic advisor should be

notified at least three weeks prior to the scheduled final defense date. In addition, the student should submit to all committee members in substantially final form the student's dissertation or record of study at least three weeks prior to the scheduled defense date.

Letters are sent to all committee members announcing the date and time of each exam (preliminary, proposal hearing and final defense). It is strongly recommended that the student contact all committee members the day before each exam to ensure that all members will be present at each exam.

### **Dissertation/Record of Study Submission**

Students are strongly encouraged—but not required—to arrange for a Pre-Submittal Conference with the Thesis Office so that their manuscripts can be reviewed for formatting and other requirements (they should also bring a copy of the journal sample that they are using for a model). This meeting takes about 30 minutes. Students are also strongly encouraged to download a copy of the Thesis Manual (<http://ogs.tamu.edu/current/current/thesis.html>), which provides detailed instructions on the preparation of the manuscript.

When the manuscript is successfully defended, a **single** copy of the Approval Page needs to be brought to the Thesis Office, and then instructions will be provided regarding the electronic submission of the dissertation or record of study. **Students should bring the approval page to his/her final defense so that committee members' signatures can be obtained.** You may find the approval form by going to <http://ogs.tamu.edu/current/current/thesis.html>. It is the student's responsibility to obtain all signatures on the approval page and submit the form to the Thesis Clerk.

For further information regarding submission of the dissertation or record of study, please visit the Thesis Office on the 6<sup>th</sup> floor of the Sterling Evans Library or call them at 979-845-2225.

## **Admission to Candidacy**

To be admitted to candidacy for the doctoral degree, a student must have (1) passed the preliminary exam, (2) filed with the Office of Graduate Studies the dissertation or record of study proposal approved by the student's advisory committee, (3) completed the formal coursework, and (4) completed residency requirement.

## **Continuous Enrollment**

The College of Education and Human Development and the Department of Educational Administration and Human Resource Development have a policy which requires that once all coursework has been completed on a degree plan, students must maintain continuous enrollment in at least one (1) semester credit hour.

## **In-Absentia Registration**

Students in the Department of Educational Administration and Human Resource Development who meet the University criteria may register in-absentia once he/she has successfully completed all coursework, preliminary exam and submitted his/her proposal to the Office of Graduate Studies. The advantage of registering in-absentia is that it allows you to stay in continuous enrollment and pay only minimal tuition fees. As an in-absentia student, you do have access to the library and computer facilities. Only students residing at least 50 miles or more may register in-absentia.

## CERTIFICATION

### **Principal/Superintendent Certification**

Students pursuing the PhD degree may incorporate principal/superintendent certification coursework into their program. The principal certification consists of 39 semester credit hours and the superintendent certification requires 15 semester credit hours beyond the principal certification. Superintendent certification courses are incorporated into the EdD program. After the student has completed the required coursework for certification, he/she will be required to take and pass the TExES exam. Students interested in receiving more information regarding principal and/or superintendent certification should visit with a department academic advisor.

### **Certificate in College Teaching**

Students that are considering entering the teaching field at the college/university level may wish to receive a certificate in college teaching. The required coursework for certification will enhance a student's knowledge and preparation for the academia field. To receive this certification, a student must successfully complete EDAD 601, College Teaching and EDAD 684, Professional Internship. Students must also successfully complete two of the following courses: EDAD 602, Community College; EDAD 650, Professional Development in Higher Education; EDAD 669, The College Student; EDAD 689, Advanced Student Development Theory; EHRD 616, Methods of Teaching; or EHRD 630, Adult Learning. These courses can be incorporated into any doctoral program. To obtain the certificate, you should contact the academic advising office after completing the course requirements and fill out the request form which can be found on our web site ([http://eahr.tamu.edu/articles/graduate\\_forms](http://eahr.tamu.edu/articles/graduate_forms)).

## **Training and Development Certification**

Individuals who wish to master the competencies that HRD positions require may want to participate in the training and development certification program. This 40-hour competency-based training is based on the ADDIE (Analyze, Design, Develop, Implement, and Evaluate) model. Each phase represents a series of tasks that ensure development efforts stay on target, representing a complete instructional design workflow. For more information and registration guidelines, please go to <http://eahr.tamu.edu/articles/training>, or contact the director, Dr. Larry Dooley (l-dooley@tamu.edu).

## **DOCTOR OF EDUCATION (EdD) REQUIREMENTS**

As stated earlier, students in the public school administration may obtain the Doctor of Education (EdD) degree. It consists of at least 69 semester credit hours beyond a master's degree. This degree is offered as a cohort whereby students admitted into the program complete all courses together. Students are not allowed to transfer hours from another accredited university for this degree. EdD students must have principal certification prior to starting the doctoral program.

The course schedule is as follows:

### **Year One**

EDAD 639	Foundations of Educational Administration
EDAD 687	Proseminar: Principles of Professional Practice in Education
EDAD 690A	Theory of EDAD Research – Stat I
EDAD 690B	Theory of EDAD Research – Stat II
EDAD 690N	Theory of EDAD Research – Naturalistic Inquiry
EDAD 690X	Theory of EDAD Research Methods
EHRD 651	Models of Epistemology in HRD

### **Year Two**

EDAD 609	Public School Law
EDAD 616	Administration of Staff Personnel
EDAD 653	Nature & Problems of Administrative Behavior
EDAD 688	Proseminar: Analysis of Critical Issues in Education
EDAD 690P	Theory of EDAD Research – Proposal Preparation
EDAD 962	Record of Study (possible)

**Year Three**

EDAD 615	School Superintendency
EDAD 619	Contemporary Dimensions of Administering Urban Schools
EDAD 622	Designing & Managing Quality Educational Systems
EDAD 651	Orientation in Business Principles & Procedures
EDAD 684	Internship
EDAD 689	Special Topics in Politics, Law & Policy
EDAD 692	Record of Study (12 hours required)

**Edd Residency Requirements**

All EdD students are required to complete 30 hours of coursework at the College Station campus of which 18 must be as a full-time student within a five-year period (including any combination of summers and long semesters). The courses for the EdD have been scheduled to where each student will meet this requirement.

**DOCTOR OF PHILOSOPHY (PhD) REQUIREMENTS**

Students enrolled in any of our specializations may receive the Doctor of Philosophy (PhD) degree. Students enrolled in the adult education emphasis must complete a minimum of 72 semester credit hours. Human resource development specialization students must complete a minimum of 64 semester credit hours. Students in the higher education administration and public school administration specializations are required to complete a minimum 73 semester credit hours beyond a master's degree. Students in the PhD program are allowed to transfer up to 15 post-master's degree credit hours. In order for transfer courses to be eligible for credit towards a doctorate, the student must either a) be fully admitted into a graduate program at TAMU while enrolled at another university or b) fully admitted at a university and have not used the course(s) towards an awarded degree. The student's advisory committee and the Office of Graduate Studies must approve these transfer hours.

## **PhD Residency Requirements**

Residency for students in the PhD program requires enrollment as a full-time student (minimum of 9 hours per semester) on the College Station campus for two adjacent regular semesters (fall/spring; spring/summer; summer/fall). If a student is a full-time employee of Texas A&M University-College Station, the residency requirement is waived. A letter from the student's supervisor indicating the length of employment of the student and requesting the residency requirement be waived for the student and a Petition for Waiver or Exception to University Rules must be on file with the Office of Graduate Studies and the Department. The petition is found on the OGS web site.

## **FACILITIES AND SERVICES**

### **Departmental Facilities**

The academic advisor office is located in room 112, Heaton Hall. Other office staff and all faculty members are located on the 5th floor of Harrington Tower. A computer lab is available to EAHR students in room 508, Harrington Tower. Students must obtain a department log-on password in order to use the computers located in the lab. To obtain a log-on password, students need to go to <http://www.cehd.tamu.edu/> and click on the "technology help" link.

### **Graduate Representative Advisory Board (GRAB)**

The mission of GRAB is to represent the interests of graduate students in the Department of Educational Administration and Human Resource Development and serve as a liaison between the students, faculty and staff of the department. The goals of GRAB are 1) to help provide opportunities for professional development; 2) to disseminate information; 3) to promote scholarly exchange; 4) to provide for social interactions between students, faculty and staff; 5) to offer student

services; and 6) to develop community partnerships. All Department of EAHR students are members of GRAB. Monthly meetings are held and social events are held approximately two times a semester.

### **Educational Research and Evaluation Lab (EREL)**

This facility is designed to assist faculty and students in research design, statistics and computer operations. In addition to expert consultation, computer terminals and word processing capabilities are readily available. This lab is open to all students in the College of Education and Human Development. The lab is in room 718, Harrington Tower.

### **Office of Graduate Studies Calendars**

The Office of Graduate Studies publishes a calendar for each semester outlining suspense dates relating to various graduate degree requirements and graduation. Students should secure a copy of this calendar and use it in planning to meet your various degree requirements. OGS provides these calendars at least one semester ahead on their web site (<http://ogs.tamu.edu/calendar>).

### **Financial Assistance**

Approximately twenty non-teaching graduate assistantships are available through the department to qualified students on a competitive basis. They require service up to 20 hours per week and full-time registration status. Students interested in an assistantship should fill out a graduate application and return it to the department. The application is located on the department web site (<http://eahr.tamu.edu>) under “student employment”. Assistantships are guaranteed from September through May. Summer employment is based on the availability of departmental funds.

The Mance-Park Fellowship is offered through this department to a full-time graduate assistant or research assistant that is pursuing a K-12 doctoral program of studies. The department awards this fellowship on an annual basis.

Texas A&M University Student Financial Aid Office administers numerous federal and state loan programs. To obtain current information regarding financial aid, please visit <http://financialaid.tamu.edu>.

## **TAMU Facilities**

### **Sterling Evans Library**

The University's principal research collections are housed in a centrally located facility on the main campus. There are closed studies for use by faculty members and doctoral students engaged in research requiring extensive and constant use of library materials as well as over 50 group study areas for students, faculty and staff. If you wish to obtain a study carrel, you must be admitted to candidacy and a letter from the department must be submitted to the library on your behalf.

Centralized reference service is available in the main library. The Documents Division, located in the library annex, offers assistance in using the large collection of government documents and technical reports. The Reference Division offers a "do-it-yourself" computerized searching service that students, faculty and staff can access national and international bibliographic databases. A small fee is charged for these services. Audiovisual materials and equipment are available in the library annex.

Information regarding any of the library facilities and services can be found on their web site (<http://library.tamu.edu>).

## **Computing Services**

The Computing Services Center (CSC) is a service facility dedicated to providing the best possible computation support promptly and at the lowest cost within the available resources. The Center provides a centralized data processing facility for the academic, research and administrative efforts of the University.

Students are assessed a fee for computer service each semester. Computers are available at various sites on campus (Blocker Building, Read Building, Wisenbaker Building, West Campus Library, and the Student Computing Center). Assistance is available at each center. To have access to computer facilities, students must activate their account with the Computer Services Center.

Students may contact the help desk for any computer-related questions they may have. The help desk is staffed 24-hours a day, seven days a week. Individuals may contact the help desk either by phone (979-845-8300) or by e-mail ([helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)).

Students may access grades, transcripts, degree audits, etc. through [www.myrecord.tamu.edu](http://www.myrecord.tamu.edu). Grades are not mailed to students, so it is to your advantage to become familiar with this web site as it will be beneficial to you during your graduate program. Students are also encouraged to make any contact information corrections through this web site as well as contacting the advising office to update their file in the Department.

## **Career Center**

The Career Center is available to all graduate students. Located in room 209 of the Koldus Building, advisors are available to assist students in preparing resumes, job opportunities, interview skills, salary negotiations and other important aspects of securing a career. Students may participate in mock interviews and use the career resources library to seek information regarding potential employers. Students must attend one orientation (conducted routinely throughout the year) before utilizing the services offered.

### **A. P. Beutel Health Center**

This health center provides medical services, preventive care, and health education. Students who have paid the Student Health Center fee are entitled to use these services. The health center is open from 8 am – 5 pm, Monday through Friday and is closed during official university holidays. Students may have routine physical exams, basic lab tests completed, physical therapy and consultation with medical specialists. A variety of health care services are available (medical clinic, women's clinic, specialty clinic, pharmacy, radiology, etc.).

### **Recreational Sports**

There is a wide variety of opportunities in the Department of Recreational Sports for students. The Student Recreation Center features four pools, an indoor rock climbing facility, a quarter-mile walking/jogging track, basketball, badminton, racquetball/handball and squash courts, indoor wood floor and outdoor sand volleyball courts, indoor soccer courts and a 14,000 square foot weight and fitness center. All full-time students are automatically members of the recreation center.

Fitness classes, intramural sports, outdoor clinics and adventure trips are also available to students. For more information regarding any of these programs, please call the Department of Recreational Sports at 845-7826.

### **Services for Students with Disabilities**

Students at Texas A&M University are not to be discriminated. The University provides a number of services and resources through Services for Students with Disabilities in the Department of Student Life, room 118B, Cain Hall (979-845-1637). A student with documented disability is eligible for services. Please contact the Services for Students with Disabilities to coordinate registration, class and testing accommodations. In case of an emergency evacuation from Harrington Tower and you feel accommodations will be needed, you will be required to complete a department

form and submit it with your class schedule each semester. Please contact the advising office regarding obtaining the form.

### **Department of Multicultural Services**

This department provides retention programs and services for ethnic minority students and includes several recognized student organizations. Resources include video, audio and printed material, scholarship/fellowship guides, extracurricular and academic advising services, and a monthly newsletter promoting multicultural issues, programs and events. All of the department's programs and services are available to the campus community. For information, please call 979-845-4551.

### **Memorial Student Center (MSC)**

The Memorial Student Center is dedicated to students and former students who lost their lives for our freedom. Out of respect for these individuals, everyone must remove their hats upon entering the building. The MSC houses a bookstore, hotel, several meeting rooms, art galleries, food services, bowling, billiards and video games for recreational purposes as well as a beautiful flag room where everyone can relax and enjoy the atmosphere.

### **Parking**

Everyone planning to park a vehicle on campus while attending school must display a valid TAMU parking permit. You may purchase your parking permit by going to <http://transport.tamu.edu/> and selecting "purchase permit".

## APPENDIX

### Educational Human Resource Development Qualifying Examination Framework

#### Purpose:

- To ensure doctoral students have mastered basic concepts associated with HRD
- To ensure doctoral students have sufficient writing skills to be successful in the dissertation phase of the program
- To ensure doctoral students have sufficient cognitive skills to integrate concepts from various theories toward practical application

#### Time Frame:

The Qualifying Examination will take place during the semesters in which a student will have completed between 24 and 36 credit hours by the end of that semester. Students who transfer in 18 or more credit hours must take the Qualifying Examination within one calendar year and may take up to 18 credit hours during that time.

The Qualifying Examination may be taken once per semester. There are two phases to the examination. The student must successfully pass both phases in order to register beyond 36 credit hours.

If a student does not pass the Qualifying Examination on the first attempt, he or she may take the Examination one additional time during the 24-36 credit hour window. If the student does not pass the Qualifying Examination a second time, he or she may petition the faculty panel to retake the examination a third time during the 24-36 credit hour window. This petition must include a proposal for a remediation plan to maximize likelihood for successfully passing the examination. If students do not successfully pass both phases during the 24-36 credit hour window, they will be dropped from the PhD program and eligible to receive a master's degree.

#### Components of the Qualifying Examination:

##### *Journal Submission*

Each student must write a sole-authored manuscript that is deemed by a faculty panel to be substantive enough to warrant future submission to a refereed journal. This paper is likely to be theoretical or conceptual in nature; however, if the student has sufficient research experience, an empirical paper may be submitted. The purpose of this portion of the exam is to ensure that students can write and conceptualize well enough to be successful in completing the dissertation; the ability to publish is not a requirement to successfully pass this portion of the examination.

To pass this component of the examination, the student must receive a "Pass" rating from two of three faculty on the review panel. A failure to pass the Qualifying Examination requires a unanimous vote by the faculty panel. Students are encouraged to submit the manuscript to a peer-reviewed conference (such as AHRD) either prior to or simultaneously with submission to a target journal. The purpose of the faculty review is to provide developmental feedback on the manuscript; faculty is responsible for providing "Pass" or "Do Not Pass" ratings for each manuscript.

Students may submit the manuscript once per semester during the qualifying time frame (between 24 and 36 credit hours). Faculty panel responses will be given at the end of the Fall and Spring semesters; faculty panel members will have at least one month to review the manuscripts for the semester. Students can submit a manuscript once per semester and can re-submit manuscripts in subsequent semesters during the 24-36 credit hour window.

Students will electronically submit a blinded manuscript to the program advisor (Clarice Fulton) who will distribute the manuscript and review form to the three faculty scheduled to review for that semester. The faculty will write their reviews and return them to Clarice Fulton who will keep a record of Pass and Fail recommendations for each student. Upon receipt of the faculty reviews, she will consolidate the feedback, without including identifying information, and deliver the feedback and recommendations to the student's advisor. The advisor is responsible for communicating the results of this portion of the qualifying examination.

### *Context Questions*

Each student will also take a written qualifying examination that consists of essay questions that synthesize information from core courses. The three-hour examination will be held once each Fall and Spring semester in a reserved computer lab. Students will respond to a general question about HRD that leaves options for student choice in the response. Students may take or, if necessary, re-take the exam one additional time during the 24-36 credit hour window.

The qualifying examination is designed, in part, to ensure that the student has developed a comprehensive understanding of core concepts, theories, and practices associated with HRD, and that he or she is able to recall and synthesize the information shared in required courses. These core concepts, theories, and practices are components of the following required courses:

EHRD 601:	Foundations of HRD
EHRD 612:	Training & Development
EHRD 613:	Career Development
EHRD 625:	Organization Development
EHRD 630:	Adult Learning
EHRD 651:	Epistemology

While a student may not have taken *all* of these courses yet, the knowledge gained from those classes the student *has* taken should inform the responses to the question. Although the student is not expected to have memorized complete citations, he or she should appropriately reference by name and date the sources that have informed the response.

Context question responses will be double-blind reviewed by a three-faculty member panel. On a rotating basis, two faculty per semester will be asked to provide the qualifying examination context question. The program faculty will approve the qualifying examination question prior to release to the students taking the exam. An example of a qualifying examination question is:

*Select one of the following current topics:*

- A. *Globalization*
- B. *Technology*
- C. *Diversity*
- D. *Change*

*Using your definition of Human Resource Development, address the following:*

- a. Describe the nature or your perceptions of your selected topic.*
- b. Define the HRD-related issues associated with your selected topic?*
- c. What are 2-3 foundational theories that might inform the issues you have identified? Why?*
- d. What are 2-3 HRD interventions that might address the issues you have identified? Why?*
- e. What are the implications of these potential HRD interventions?*