Special Education
Doctoral Program Handbook
2015

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Appendix A: Tables for Students and Advisors to Use

Tbl 1 Dgt Cnts
Tbl 2A Dgt Seq A
Tbl 2B Dgt Seq B
Tbl 3 Aid Hstry Yrs
Tbl 4 Adv Rvw Frm
Tbl 5: Dgt Gtd Dtrmn
Tbl 6: Cpstn Prpsl Rvw Chks
Tbl 7: EDSP Rqrd Prpsl (Wtd Dgt Pts)
Tbl 8: EDSP Rqrd Fnl Dfns (Wtd Dgt Pts)

Appendix B: Graduate Committee (GC) Forms

GC Frm 1: Adv Rvw Prpsd GC Cmpstn
GF Frm 2: Adv Rvw Frm
GF Frm 3: Edtd Cpstn Prpsl Rvw (Wtd Dgt)
GF Frm 4: EDSP DGOA: Adv Bltn

Section 1: Introduction

The School of Education (EDSP) began in the [College of Education and Human Development], with the [Department of Counseling, Higher Education and Special Education], in the [College of Education] (COE) at the University of Maryland (UMD). The School of Education grew out of the Department of Counseling, Higher Education and Special Education in the College of Education and Human Development.

The School of Education is located in the University of Maryland's campus in Washington D.C. The School of Education is housed in the University of Maryland's campus in the US Department of Education Building.

Section 2: Admissions

international students

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- C p R C
- C S P A C
- G S G
- S U M
- T A

Campus Resources

- C C
- D S C
- D R
- E U M
- G C
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- G S A
- S S S
- O B
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- R C O
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Off-Campus Housing Services (OCH)

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3 Qa Mi Co (eg EDSP 671: Qa

- **Research and Scholarship**
- **Disciplinary Knowledge**
- **Leadership and Professional Knowledge**

Table 5:

- **Annual Review – Years 1 and 2 (Early Assessments)**
- **Annual Review – Years 3 and Beyond (Mid-Program Assessments)**
- **Doctoral Candidacy Review (Late Assessments)**
- **Post-Graduate Follow-up (Long-Term Assessments)**

Figure 1 *EDSP DGOA*.

GC Form **EDSP DGOA: Assessments and Benchmarks).**

Annual Review – Years 1 and 2 (Early Assessments)

Table 4 Annual Review Form

. ***Annual Review Form for Doctoral Studet.291 Tf(()6 provi(he)-10(i-)-3(R)***

3. [illegible] **GC Form 1**)
4. [illegible] *Satisfactory*

Comprehensive Portfolio Review Items

E t s t C V a S P a
t n s d C P f O a s n
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p S t m **Table 7**
g t G d e C n

CV. T t t a C V g p a d
p g d #

1. Synthesis Paper. T v p a t f
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p f p p t g a
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d g p f d a T p
t f p t d

2. Evaluation of Scholarship and Mastery of Academic Discipline

Choice of one the following

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p p -
  - ‘ ' D W H 6 X E P L W W H G
  - *Title*:

- F s o - p d f p
C p g
p
  - ‘ ' D W H 6 X E P L W W H G
  - *Title:-*

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Graduate Committee uses criteria below which are reformatted in Appendix B: GF Form C

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S t A t t C f G t C t e
t d e i O N E t e s t t t e
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t h i s f o m t t g n

Criteria used to judge the synthesis paper (written) include:

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3. H t t t t t t d
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4. H t t t t t d
t t t t t w
t t ? _ s _ o

5. H t t t a t ? _ s _ o

6. H t t t t t t m
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t t t d
t e t t a _ s _ o

__ S (S t t t t d

__ R e R (C t t d

I n t t t U t t i t o
t e t t G t C n
S t **one chance to revise and resubmit** t w **six months** f o
t e t t t t w

Criteria to Evaluate Oral Exam for Comprehensive Review

Annual Reviews during Dissertation Research (Late Assessments)

Section 5: The Dissertation Process

Overview

Section 4 in this handbook

Graduate School Requirements.

Research Assurances.

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Re (s ***Section 5 Dissertation Process***).

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A
10 working days prior to scheduled oral defense g Table 7: EDSP Rubric for Proposal (Written and Oral Presentation). l
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EDSP Pr

Dissertation

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[illegible] *all* [illegible]
[illegible] *this person should be identified at the outset of the meeting.* [illegible]:

Part 1 - A public presentation by the candidate [illegible] (typically 45 min) [illegible]. This [illegible] [illegible] [illegible]

Summary

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GtdSbWgRe

Appendix A: Tables for Students and Advisors to Use

Table 1 Doctoral Course List

Total Credits: All coursework post-masters	60	Dte Tha - Gd
EDSP Required Courses	18	
EDSP 600 l sd Td Eg l hv Dh	(3)	
EDSP 675 Lg Py Fd l hv Dh	(3)	
EDSP 798X Sa Sh Ed Cg Tg	(3)	
EDSP 872 Tg Eh Dg Ed Rh	(3)	

Table 2A: EDSP Sample Course Sequence A 60 credits

Year 1 = 18 credits

Fall	credits	Spring	credits
EDSP 600 Issues and Trends in Educating Individuals with Disabilities	3	EDSP 798X Seminar in Special Education: College Teaching	3
EDMS 646 Quantitative Research Methods II	3	EDSP 670 Single Subject Research Designs	3
Elective Area	3	EDMS 651	3
	9		9

Year 2 = 21 credits

EDSP 675 Legal and Policy Foundations for Individuals with Disabilities	3	EDSP 872 Theory and Empirical Design in Educational Research	3
Research Course	3	Research Course	3
Elective Area	3	Elective Area	3
	9	EDSP 888 Research Apprenticeship in Special Education	3 12

Year 3 = 15 credits**

EDSP 898 Pre-Candidacy Research*	3	EDSP 899 Dissertation Research	6
Elective Area	3		
Elective Area	3		
	9		6

Year 4 = 12 credits

EDSP 899 Dissertation Research	6	EDSP 899 Dissertation Research	6
	6		6

Notes:

* Students finish their Comprehensive Portfolio for review by the EDSP Graduate Committee. Upon successful completion, students apply to Advance to Candidacy. Others register for additional credits of EDSP 898 until Portfolio is complete and reviewed by Graduate Committee.

**Students could finish in 3 years if they take electives in summer sessions, especially EDSP 888 (1-8 credits) and EDSP 889 (3-8 credits).

Schedule A and B provide us with a way to offer the special education core courses every other year with the exception of EDSP 872. If there are not enough students for this course each spring, we can move to fall year 3 and substitute elective for spring-year 2.

Table 3 Advising Highlights by Year

Admit	**Student-Advisor Responsibilities** • R i R k q t *Special Education Program Doctoral Handbook* • D p T t S f C (T 1) • D p T t f A R w I t (T 2) • R i C g E t D f S t S i W b f R q F s D t • *Sign up for CITI Training*: H S R T g I R B ***Clearance to Register**: A g t C S t 8 @ d t f t g t s t s m
Annual Review Year 1	• S t A i C p m *Annual Review Form Table 5* s S t D f E D S P G t C m • S t A d i t g C s S H R w t f A R w • C k I p D f G t S t C 5 S t S e
Annual Review Year 2	• S t A i C p m *Annual Review Form Table 5* s S t C f G t C m • S t A i t g C s S H f o m 72 e W n BT /TT3 6.18 380.448 0 .6 81.48 0.481 rTm<0078>Tj /TT2 7 3 1.68 4 Tm[((

Table 4: Annual Review Form for Doctoral Candidate and Advisor

This Form is be completed by doctoral students each spring semester and sent to your advisor by April 30. Advisor will forward the form to Director of EDSP Graduate Committee by May 15.

Section A

Name:

Advisor:

SECTION C Chart for DGOA

REQUIRED for Year 1 and 2 with Rubrics Attached

___**CV**
___Rob EDSP 600 Research
__Rob EDSP 687X Theory Class
__Rob EDSP 798X UDL, Theory
__Rob EDSP 675 Policy Paper
__Rob EDSP 670 Statistics
__Rob EDSP 872 Internship

Required for Advancement to Candidacy see EDSP Dissertation Handbook
Discuss your ideas about the dissertation process with your advisor every year

_____**CV**

_____**Synthesis Paper (Title/Idea)**

_____**Optional Item #1 (Title/Idea)**

_____**Optional Item #2 (Title/Idea)**

Required After Advancement to Candidacy

__Rob EDSP 899 Proposal Writing
__Rob EDSP 899 Final Dissertation Writing

Required Post Graduation

__Syr EDSP PD

__Syr UM Dissertation

Section D Self-Evaluation

Fi tb o **strengths and needs**
action plan.

Table 5: Doctoral Graduate Outcome Assessments (DGOA)

The DGOA are organized around three categories including:

- Research and Scholarship
- Disciplinary Knowledge
- Leadership and Professional Knowledge

Category	Learning Outcome	Class or Experience for Assessment	Stages ofGraduate Career and Assessments Early, Mid, Late, Post	**Progress to Degree for Students**
Disciplinary Knowledge	Demonstrate an understanding [(D9s scn 3Tf 96 3t74h(l)-(ss o)-104dTf 96 317.e1.8f 96 317.0.32 547..8 507.96 6 11.641 Tc 0.009 Tw 9.960 w 9.57 TD450iaont1/CS0 cs -1			

Category	Learning Outcome	Class or Experience for Assessment	Stage of Graduate Career and Assessments Early, Mid, Late, Post	**Progress to Degree for Students**
Leadership & Professional Knowledge	Translate research to practice and demonstrate use of evidence based practices	EDSP798X Seminar in Special Education: College Teaching	**Early:** Rubric: Teaching Collection	Satisfactory: Student demonstrates ability to construct a syllabus for blended learning, incorporate UDL into presentations, determine

Table 6: Comprehensive Portfolio Review Checklist

Date Student Submitted EDSP Graduate Checklist:

Date EDSP Graduate Checklist

I am submitting my Comprehensive Portfolio with my Advisor Approval. I understand that the EDSP Graduate Committee reviews my Portfolio, which includes my CV and three products/ evidence of competence

____ CV

Evaluati on of Professional Practice

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Table 7 EDSP Rubric for Proposal (Written and Oral Presentation)

Date:

Candidate Name:

Name of the Examining Committee Member:

Criterion	Exceeds Expectations	Meets Expectations	Does not Meet Expectations
Problem Definition: Provides a clear rationale for the research; states the problem clearly			
Literature Review: Demonstrates knowledge of literature in the area; provides a critique of that literature; identifies gaps in literature that leads to topic of dissertation			
Methods: Applies appropriate methods to address the problem; describes those methods			
Results: Analyzes and interprets research data effectively			
Broader Impact: Demonstrates awareness of broader implications of the research; discusses results in terms of implications for field, research			
Critical Thinking: Demonstrates capacity for independent research in the area of study; ability to make original contributions to the field			
Quality of Written Communication: Dissertation is professionally written; APA style is followed			

Overall Assessment: Overall performance of the candidate based is on the evidence provided above.

____Passes

____Revise and Resubmit (Comments and Suggestions Attached or in ggesd MC hAo

Table 8 EDSP Rubric for Final Defense (Written and Oral Presentation)

Date:

Candidate Name:

Name of the Examining Committee Member:

Criterion	Exceeds Expectations	Meets Expectations	Does not Meet Expectations
Problem Definition: Provides a clear rationale for the research; states the problem clearly			
Literature Review: Demonstrates knowledge of literature in the area; provides a critique of that literature; identifies gaps in literature that leads to topic of dissertation			

Methods: Applies appropriate methods
to address /TT2 1 aphepprle4(m);oes ariests

Appendix B: Graduate Committee (GC) Forms

GC Form 1: Annual Review Process for Graduate Committee

Each year (by April 30), the Graduate Committee will conduct an Annual Review of all doctoral students. The Annual Review will be based on:

- Documents 1 and 2, which the student will submit to the Graduate Committee Chair
- Document 3, which the student's faculty mentor will submit to the Graduate Committee Chair (the Annual Review Form)
- Documents submitted by the student's faculty mentor (if any)

Two members of the Graduate Committee will be assigned to review the student's materials and will submit a written evaluation to the Graduate Committee Chair.

After the Graduate Committee has reviewed the student's materials, the Graduate Committee will vote on the student's progress. The Graduate Committee will vote to:

_____**Satisfactory:** The doctoral student is making satisfactory progress toward the degree.

_____**Unsatisfactory:** The student is making unsatisfactory progress toward the degree. The Graduate Committee will provide the student with written feedback regarding the areas in which the student must improve.

_____**Recommendation to Graduate School that Student be Dismissed from the PhD Program**: The student is making unsatisfactory progress toward the degree. The Graduate Committee will provide the student with written feedback regarding the areas in which the student must improve. The EDSP Graduate Committee will also recommend to the Graduate School that the student be dismissed from the PhD program.

GC Form 2: Annual Review Form Letter to Students

Date

Dear

The Annual Review of student progress in the EDSP Ph.D. program is performed during spring semester in the spirit of helping each student reach the program learning outcomes in a timely manner. Aggregated results from these reviews are also helpful to the EDSP faculty in on-going program evaluation and improvement efforts.

The EDSP Graduate Committee reviewed the following documents to determine your progress in the PHD program:

- Your Annual Review Form (Table 4)
- Your unofficial transcript
- Your progress toward learning outcomes demonstrated through completed Rubrics
- Your progress toward competence in the categories of research and scholarship; disciplinary knowledge; and leadership and professional knowledge through the

Criteria for Oral Exam for Comprehensive Review

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   ig . Th ag pa __ye_no

3. St by id
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__Satisfactory: The student has demonstrated readiness to proceed to the dissertation phase of the program. Th gi EDSP 899
De Re w st pa fo

___ Unsatisfactory: The student has not demonstrated readiness to proceed to the dissertation phase of the program and action items (s 0 Td [( ) _ tg Tc 0.003 Tw (S)6( )-5( )2( )-3( )

GC Form 4: EDSP DGOA: Assessments and Program Benchmarks

Early Stage	Program Benchmarks

Annual Review - Year 1 and Year 2

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*Products for Annual Reviews**

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P 1.157 Td [( ) ( ) 8( ) 3.1( ) 12.2 1.1(R)-14.9( )] 68

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L eSe g	
Dissertation Research Se p e j a Ge Se e p De f w • **Rubric: Dissertation Proposal Examination** • **Rubric: Dissertation Oral Examination**	Wh % fo e Se o e p e e ? F e ? Wh % fo e Se o e e a e n ?
P e -Ge Se g	
EDSP PhD Exit Survey Sy e g w e g Ge Ch n	Wh % fo g n l HE ? Wh g g e? Wh g g e g n ? Wh g l fo n i e?