



**ICL Faculty Guide to the Graduate Student Process: EdS**

**Currently the EdS is in need of revision. This document has the information from the COE Graduate Catalog. It is anticipated an update will occur .**


**EDUCATION SPECIALIST (EdS)**

The Education Specialist is an interdisciplinary degree designed to provide an individualized, flexible program of studies for the educator-practitioner in either a school or non-school setting, whose academic interests are aimed at specific and individual career goals and needs. It offers opportunities for advanced professional specialization and includes a relevant culminating experience or a thesis. Studies may be focused in the departments of Counseling, Educational Psychology, and Research; Instruction and Curriculum Leadership; and Leadership. A collaborative EdS is offered with the Department of Psychology.

Program objectives are: (1) strong knowledge base in a major area of study, research, cultural or psychological foundations, and a supportive area of study; (2) ability to evaluate and conduct research in higher, adult education, and lifelong learning; (3) development of skills and dispositions for leadership positions in educational organizations.

EdS Check list <http://www.memphis.edu/tep/pdfs/eds-checklist.pdf>

EdS Admissions				
ICL EdS	Student Role	Where	When	Faculty Role
Student Step 1	Apply to U of M Graduate School	<a href="http://www.memphis.edu/gradcatalog/admission_reg/doctoral.php">http://www.memphis.edu/gradcatalog/admission_reg/doctoral.php</a> General requirements from U of M Grad School  <a href="https://spectrumssb2.memphis.edu/pls/PROD/bwskalog.P_DispLoginNon">https://spectrumssb2.memphis.edu/pls/PROD/bwskalog.P_DispLoginNon</a> Application US Residents <a href="https://spectrumssb2.memphis.edu/pls/PROD/bwskalog.P_DispLoginNon">https://spectrumssb2.memphis.edu/pls/PROD/bwskalog.P_DispLoginNon</a> Application International Fee: 1 <sup>st</sup> time \$35.00 International \$60.00  <u>Readmission</u> to Graduate School form is at	<b>Domestic Applicants:</b>  Fall Semester-July 1 Spring Semester-Dec. 1 Summer	Recruit

		<p><a href="https://spectrumssb2.memphis.edu/pls/PROD/bwskalog.P_DispLoginNon">https://spectrumssb2.memphis.edu/pls/PROD/bwskalog.P_DispLoginNon</a> and requires a user name and pin. This can be set up at the above site.</p>	<p>Semester- May 1</p> <p><i>International Applicants</i></p> <p>Fall Semester- May 1 Spring Semester- Sept. 15 Summer Semester- Feb. 1</p>	
Step 2	Apply to COE: ICL	<p><a href="http://www.memphis.edu/gradcatalog/degreeprog/coe/icl.php">http://www.memphis.edu/gradcatalog/degreeprog/coe/icl.php</a> general information</p> <p>ICL Admissions page: <a href="http://www.memphis.edu/icl/admissions.htm">http://www.memphis.edu/icl/admissions.htm</a>. It tells everything that students need to do to get admitted to any of our programs. To the right of that page there is a link to a checklist for each program.</p> <p>Application <a href="http://www.memphis.edu/coe/pdfs/edspecp1.htm">http://www.memphis.edu/coe/pdfs/edspecp1.htm</a></p> <p>Application needs:</p> <ol style="list-style-type: none"> <li>Official Graduate Record Examination (GRE) score (verbal, quantitative, and writing)</li> <li>Official transcripts of undergraduate and graduate study</li> <li>Applicants whose native language is other than English</li> </ol>	<p>Summer/ Fall -April 1 Spring - October 1</p>	<p>Interview and either approve or not approve in program area</p> 

		<p>must score at least 550 (or 210 computer-based) on the Test of English as a Foreign Language (TOEFL).</p> <p>d. Two letters of recommendation from people familiar with the applicant's academic background and aptitude for graduate work, specifying in detail the applicant's capabilities for doctoral study and for future performance and scholarship. At least one letter from a college/university professor is preferred.</p> <p>e. A written statement of 500 to 1000 words (maximum) indicating the intended area of focus in the doctoral program and the applicant's present interests and career goals.</p>		
Step 3	Meet with Grad Coordinator or declare Chair for Program Advisory Committee	<p>Chair of Program Study MUST have full graduate faculty status. Committee needs 3 faculty for program of study approval. One member can be adjunct graduate faculty status. Faculty Committee form <a href="http://www.memphis.edu/gradschool/pdfs/committee_form.pdf">http://www.memphis.edu/gradschool/pdfs/committee_form.pdf</a></p> <p>Student Guide is at <a href="http://www.memphis.edu/tep/pdfs/EDSProcedures.pdf">http://www.memphis.edu/tep/pdfs/EDSProcedures.pdf</a></p> <p>Student checklist is at <a href="http://www.memphis.edu/tep/pdfs/eds-checklist.pdf">http://www.memphis.edu/tep/pdfs/eds-checklist.pdf</a></p>	ASAP	<p>Help student select a chair and committee for their program advisory committee . MUST have 3 faculty for program of study approval.</p> <p>Prepare a Program Committee form and give to ICL graduate</p>

				coordinator.
Step 4		<p>Program of Studies form is located at  <a href="http://www.memphis.edu/coe/pdfs/edspecp1.htm">http://www.memphis.edu/coe/pdfs/edspecp1.htm</a> (page 1)  <a href="http://www.memphis.edu/coe/pdfs/edspecp2.htm">http://www.memphis.edu/coe/pdfs/edspecp2.htm</a> (page 2)  <b>THIS IS ALSO THE CANDIDACY FORM FOR EdS Students</b></p> <p>Also listed under <a href="#">Education Specialist Form Page 1</a></p> <p style="text-align: center;"><a href="#">Education Specialist Form Page</a></p> <p>The Program of Studies for the Education Specialist degree must include a minimum of 33 semester hours earned no more than six years prior to the date of graduation.</p>		<p>Prepare a program of studies form and give to ICL graduate coordinator and Stormey Warren</p>
Step 5	<p>Meet with Chair and plan a Culminating Experience</p> <p>Give proposed plan to advisory committee. Allow 2 weeks for committee feedback.</p> <p>Give final copy to ICL</p>	<p>Culminating Experiences can be one of four things: thesis, field experience, organized internship, or special project.</p> <p>If needed a student IRB is submitted to <a href="mailto:IRB@memphis.edu">IRB@memphis.edu</a>          Jacqueline Reid</p>		<p>Met with student and develop a Culminating Experience.</p> <p>Advisory Committee Approves Culminating Experience</p> <p>File copy of culminating experience plan with graduate</p>

	Grad Coordinator and Stormey Warren			Dean (Stormey)
Step 6	<p>Meet with Chair of Advisory Committee and discuss comps.</p> <p>Submit a form indicating you have passed the comprehensive exam and an Application to Doctoral Degree Candidacy form</p>	<p><b>Comprehensive Exam</b> Written and Oral The chair of the student's Advisory Committee should take the initiative in planning the examination and collecting appropriate questions from various professors.</p> <p>Written comprehensives are a total of six hours with a minimum of two hours covering the College core areas of research and foundations. The time allotted for each question is usually one hour; however, this may vary according to the preference of the examination coordinator, as long as the time allotted fulfills the time requirements for the examination</p> <p>Orals are for the student to clarify written questions.</p> <p>Form for comprehensive exam results <a href="http://www.memphis.edu/gradschool/form/comps2.php">http://www.memphis.edu/gradschool/form/comps2.php</a></p>	MUST be passed before enrollment in Dissertation hours	<p>File a written request with the COE Graduate Office for you to take the Comprehensive Examinations</p> <p>Collects Comp questions from faculty. 6 hours</p> <p>Sets up Written Comp writing time</p> <p>Set up Oral Comp meeting time Sign forms Submit to grad school by April 23 and July 30 2010 dates (new dates come out on next year graduate calendar)</p>

Step 7	<p>Defend Culminating Activity with your committee.</p> <p>Submit a final copy of your Culminating Experience to the COE Graduate Office.</p>	<p>Culminating Activity Defense</p> <p>Form is not clear at this point. I suggest using <b>Dissertation Defense Results Form</b>  <a href="http://www.memphis.edu/gradschool/form/defense.php">http://www.memphis.edu/gradschool/form/defense.php</a></p>		<p>Complete and sign the Culminating Experience Defense form</p> <p>Chair of the Advisory Committee (your adviser) is responsible for securing the appropriate signatures and giving these forms to the Associate Dean for Graduate Programs</p>
Step 10	<p>Fill out and submit all graduate forms  File Intent to Graduate form  File candidacy form</p>	<p><a href="http://www.memphis.edu/gradschool/forms.php">http://www.memphis.edu/gradschool/forms.php</a> forms for <b>graduation Candidacy Forms</b>  <a href="http://www.memphis.edu/coe/pdfs/edspecp1.htm">http://www.memphis.edu/coe/pdfs/edspecp1.htm</a> (page 1)  <a href="http://www.memphis.edu/coe/pdfs/edspecp2.htm">http://www.memphis.edu/coe/pdfs/edspecp2.htm</a> (page 2)</p>		<p>Breathe a sign of relief</p>

## General Forms and Information

Forms to be Filed with the College of Education

1. Education Specialist Candidate Statement of Goals (No form at this point)
2. Thesis/Dissertation Committee Appointments(Same as for EdD) Faculty Committee form  
[http://www.memphis.edu/gradschool/pdfs/committee\\_form.pdf](http://www.memphis.edu/gradschool/pdfs/committee_form.pdf)
3. Education Specialist Program of Studies and Candidacy Form  
<http://www.memphis.edu/coe/pdfs/edspecp1.htm> (page 1)  
<http://www.memphis.edu/coe/pdfs/edspecp2.htm> (page 2)
4. Request for Evaluation of Transfer Credit (Same as EdD)
5. Changes in Program (Same as EdD)
6. Culminating Experience Proposal (No form at this point)
7. Comprehensive Examination Results (Same as EdD) Form for comprehensive exam results  
<http://www.memphis.edu/gradschool/form/comps2.php>
8. Graduate School Intent to Graduate (Same as EdD) <http://www.memphis.edu/gradschool/forms.php>
9. Thesis/Dissertation Defense Results (Same as EdD) **Dissertation Defense Results Form**  
<http://www.memphis.edu/gradschool/form/defense.php>

## **Program of Studies**

Each student, in consultation with the program advisory committee, will plan a complete program of studies. The program of studies must be placed on file with the Associate Dean for Graduate Studies before the end of the semester immediately following admission to the program. No doctoral student may be considered as officially in residency unless the student has filed a program of studies, signed by the program advisory committee.

## **Independent Study and Workshop Courses**

The maximum combined credit in Independent Study and "Workshop" courses that may be applied to EdS degree requirements is 9 semester hours.

The maximum combined credit in Independent Study and "Workshop" courses that may be applied to the EdS degree requirements is 18 semester hours.

## **ICL Structure of EdS**

### **Dependent upon Advisory Committee**

### **Time Limitation**

The student's program of studies for the EdS degree must include a **minimum of 33 semester hours earned no more than six years prior to the date of graduation.**

The student's program of studies for the EdS or PhD degree **must include a minimum of 54 post-master's semester hours**

### **Continuous Enrollment**

Doctoral candidates must register for dissertation credit each academic semester (fall and spring) until the dissertation is completed. Students must enroll in the summer semester if they plan to complete and defend their dissertation then. See individual academic units for specific requirements. Failure to so register will result in the student being charged tuition for each semester he or she did not enroll.

The only exception to this policy is if the student's major professor is on leave or otherwise unavailable. In such cases the approval of the appropriate college director and the Vice Provost for Graduate Studies is required. In case of serious medical circumstances, students may request a leave of absence, subject to the approval of the program graduate coordinator, the college director of graduate studies, and the Vice Provost for Graduate Studies. Retroactive approval will not be granted. A leave of absence does not extend time limit to the degree.

### **Comprehensive Examination for the EdS, EdS, and PhD Degrees**

When the candidate in good standing has completed all course requirements for the EdS, EdS, or PhD degree or is enrolled in the last semester of coursework (exclusive of culminating experience or dissertation) he/she must pass a comprehensive exam, written and oral, covering the major and collateral fields of study. For EdS and PhD candidates, residency must be completed prior to taking the comprehensive exams. The student who passes the comprehensive exam will be designated as a Late Doctoral Candidate or Late Specialist candidate in the candidate's degree status.