

# LEADERSHIP AND POLICY STUDIES

## DOCTORAL DEGREE INFORMATION

### Policy Studies Concentration



The University  
of  
Memphis

DEPARTMENT OF LEADERSHIP  
UNIVERSITY OF MEMPHIS  
COLLEGE OF EDUCATION,  
HEALTH AND HUMAN SCIENCES  
MEMPHIS, TN 38152-6172

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VISIT OUR WEB SITE:  
<http://leadership.memphis.edu>

A Tennessee Board of Regents Institution  
An Equal Opportunity/Affirmative Action University

Revised 10-24-8; maintained by Dr. Reginald Leon Green

# **Administrators, Educational Researchers, and Policy Analysts**

## **Introduction**

The doctoral degree programs of the College of Education, Health and Human Sciences require the candidate to have a clear professional goal and a commitment to scholarship, leadership, and excellence. To accomplish this, a close, continuous professional interaction among the candidate, faculty, and fellow students is an integral part of the program of study.

The Doctor of Education (Ed. D.) degree with the Leadership and Policy Studies major and a concentration in Policy Studies is designed to provide a program for the educator-practitioner in either a school or non-school setting, whose academic interests are aimed at specific career goals and needs.

## **Employment Opportunities**

It offers opportunities for advanced professional specialization and includes a dissertation. Program objectives are: (1) a strong knowledge base in policy formulation and interpretation, and (2) the development of skills and dispositions for leadership positions in organizations with educational emphases.

Students achieving this degree could be employed by school districts as administrators, educational researchers, and policy analysts. They could also serve in an educational responsibility in a military, medical, business, governmental, or non-profit organizational setting. They would qualify for employment by institutions of higher education in administrative positions and for broad public service areas.

## **Course Requirements**

The program requires 54 hours beyond the master's degree. The following courses are required for the concentration (33 hours):

- LEAD 8001 Leadership in Organizations
- LEAD 8002 American Society and Educational Practice
- LEAD 8003 Policy Oriented Research
- EDPR 8541 Statistical Methods Applied to Educational Research I
- EDPR 8542 Statistical Methods Applied to Educational Research II
- LDPS 8305 Issues in Educational Policies
- LDPS 8310 Philosophical Analysis of Educational Policy
- LDPS 8350 Policy and Practices of Contemporary American Education

## LEAD 9000 Dissertation

Twenty-one (21) hours are for elective courses that enable the student to create a flexible, individualized program of studies.

### **The Department of Leadership as the Source for This Degree**

Professors in the Policy Studies concentration are qualified to teach courses leading to the degree because of their experience in varying types of educational settings, including public schools, business, and the military, wherein they have been involved in establishing, interpreting, and applying policy.

Students completing this degree will have developed skills effecting leadership, change, and policy formation; will have had opportunities to analyze data and its relationship to organizational effectiveness; and will have achieved a vision of effectiveness that is shared by experts. They will have had experience in evaluating policies and assessing their effect.

### **What the Faculty Do for This Degree**

Faculty members supervise the degree program of each student, provide leadership and monitoring, guide a research project produced by the student, and conduct comprehensive examinations. They are actively engaged in formative and summative evaluation procedures to guarantee the program's integrity and currency.

### **Degree Recipients**

The following persons are among those who have received the Ed. D. degree having a major in Leadership and Policy Studies and a concentration in Policy Studies:

Dr. Herbert L. McCree, Director of the Millington Center and Acting Director of Graduate Studies for the University College, University of Memphis

Dr. Blakely Wallace, Principal, Promise Academy, Memphis.City Schools

### **Admission Procedures**

To be admitted to post-master's degree candidacy, each student must meet all Graduate School requirements and then complete a candidacy file in the Department of Leadership. All requirements for admission or readmission to the university must be completed before registration is authorized.

### **Requirements of the Graduate School**

1. An application to the Graduate School can be obtained at the following web site: <http://academics.memphis.edu/gradschool/admproc.html>. When filling it out, indicate that the major is Leadership and Policy Studies and that the concentration is Policy Studies. Complete the application and submit it. A fee will be charged at the end of the application process.

2. An official report of the Graduate Record Examination (GRE) score. The written portion of the exam is required.

For questions regarding GRE testing or other information regarding the Graduate School, call Graduate School Admissions at 901-678-2911. The Testing Center number at the university is 901-678-2428.

3. Official transcripts of all prior undergraduate and graduate courses.

After the application has been received by the Graduate School, the application fee has been paid, the transcript (s) has (have) been received, and the GRE scores have been received, a Departmental Recommendation Form will be sent to the Department of Leadership.

### **Department of Leadership Requirements**

The following are the requirements of the Department of Leadership:

#### **1. Documents\***

- a. Resume
- b. Three professional letters of recommendation on letterhead
- c. A portfolio (see attached sheet) should be submitted as soon as possible, but must be received no later than two weeks prior to application deadline (contact the department for deadline dates). The portfolio **MUST** contain the following documentation:

- (1) Letter of application to the department
- (2) Statement of goals
- (3) Current resume

- (4) Official transcript(s)
- (5) Philosophy of education statement

2. A writing assignment to be completed on a computer one hour prior to an interview. The topic will be based on a current educational issue.

3. An interview with faculty members

\*Please submit documents to the Department of Leadership before the written exercise and the interview.

Please send all of the required information to:

Ms. Carol Reeves  
Department of Leadership  
Ball Hall, Room 123  
University of Memphis  
Memphis, TN 38152-3570  
(901) 678-2369, (901) 678-0505 (FAX)  
[cyreeves@memphis.edu](mailto:cyreeves@memphis.edu)

For the delivery of portfolio materials, office hours are: M-F 8:00 a.m.- 4:30 p.m.

For additional information contact:

Dr. Reginald Leon Green, Professor and Program Coordinator  
901 678-3445, 901 678-0505 (FAX)  
[rlgreen1@memphis.edu](mailto:rlgreen1@memphis.edu)

After the materials have been received, the writing assignment has been completed, and the interview has been conducted, a decision about the application will be made, based on a holistic profile that includes, but is not limited to, information contained in the completed application packet described above and obtained during the personal interview.

A letter will be sent from the department notifying the student of its action, and an advisor will be named where applicable. It may precede the official letter of admission sent to the applicant from the Graduate School.

**Linkage to the Graduate School Web Page**

For detailed information about this doctoral program, click on <http://coe.Memphis.edu/graduate-programs.htm>, then click on Graduate Handbook Doctoral Degree Programs and on COE Graduate Office Forms (the College of Education, Health and Human Sciences requires some forms that are not required by the Graduate School).

# Program of Studies

Department of Leadership  
 Ed.D. Degree in Leadership and Policy Studies  
 Concentration in Policy Studies

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Student's University ID

Course No.	Course Title	Sem/Year Scheduled	Credit Hrs.	Grade
Required LEAD 8001	Educational Leadership in Organizations		3	
Required LEAD 8002	American Society and Educational Policies		3	
Required EDPR 8541 EDPR 8542	Statistical Methods Applied to Education I Statistical Methods Applied to Education II		3 3	
Required LEAD 8003	Policy-Oriented Research		3	
Required LDPS 8305	Issues in Educational Policy		3	
Required LDPS 8310	Philosophical Analysis and Educational Policy		3	
Required LDPS 8350	Policy and Practices of Contemporary American Education		3	
Required LEAD 9000	Dissertation		9	
Electives (21 hours) (1)			3	
(2)			3	
(3)			3	
(4)			3	
(5)			3	
(6)			3	
(7)			3	
TOTAL			54	

\_\_\_\_\_  
 Advisor's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Department Chair's Signature

\_\_\_\_\_  
 Date

How to Design the Portfolio

A portfolio is a subjective compilation of materials displaying a person's talents, proficiencies, and demonstrating knowledge and skills. What is included in a portfolio depends upon the person answering the question, "What am I trying to tell the reader about myself?" Before beginning the portfolio, begin planning by thinking about the purpose and the audience. For the purposes of this portfolio, the applicant should attempt to demonstrate the knowledge, skills, and experiences that the applicant has had that are preparing the applicant to prepare for the role in administration - a leader in the 21st century. Reflecting on the purpose and audience can assist in determining the best way to develop the portfolio.

Claims about your experiences, knowledge, and skills will be most convincing to the evaluators when they are supported by documentation from a variety of sources. Much of the material and data that can be used are regularly gathered, which makes constructing this section of the application less daunting than it might at first seem. Useful evidence can take many forms, and needs to be carefully selected and presented. The portfolio should be well organized, easy to read and understand, and look professional. It is important to spend some time deciding how to organize and present the data the applicant has gathered. The applicant might as herself/himself, "Have I selected, organized, and presented the data in a way that brings the most compelling evidence into focus for the evaluator? Does each piece of evidence serve a purpose, supporting a claim made about teaching, service or administrative experiences I want to demonstrate? Does the portfolio give the evaluator a sense of who I am? my goals? my intent to be an administrator and leader?"

This document is a visual record of your accomplishments, achievements, strengths, and experiences. It is a reflective summarization of your career to date, and a statement of your intent to continue to advance to your desired goal in administration.

The portfolio submission is restricted to a 1 ½" binder.

I. What might be included?

1. Letter of application\*
2. Statement of goals\*
3. Current resume\*
4. Copy of current teaching certificate(s), if any\*
5. Copies of documentation of Professional Development activities: graduate classes, seminars, continuing education, workshops, in-service certificates. Demonstrate continuing education and creativity.
6. Copy of transcripts\*
7. Activities/Projects: letters of thanks, evidence of committee work

8. Copies of honors/awards
9. Statement of philosophy of education, how you would lead and why (limited to 1 typed page, 12 font)\*
10. A description of classes taught (if any): an outline of teaching area/areas, grade level(s) class content, teaching style
11. Example (s) of work supervised by you
12. Copies of recent plans and the assessment(s) used in your work
- 13.

## II. Other information

14. Examples of assessment techniques
15. Comments from persons supervised, worked with comments
16. Evidence of reflections and good teaching practices
17. Technology uses/involvement/abilities
18. Peer observations, comments, letters of commendations
19. Evaluation of leadership skills comments, administrator comments
20. Special skills: languages, music, art, other
21. Community service: volunteer work, leadership roles, service organizations
22. Involvement in professional organizations

\*These entries must be included in your portfolio.

Thank you for your portfolio submission. The faculty will evaluate your portfolio using a scoring rubric. This score will become part of your overall rating for your application. The following areas will be assessed:

1. Structure of the Portfolio
2. Concepts and Content about Teaching and Learning
3. Knowledge and Application
4. Professional Growth and Development
5. Leadership Activities, Behavior, and Experiences