# PhD Policies and Procedures

## Table of Contents

- PhD Policies and Procedures .............................................................................................................. 1
- Overview ............................................................................................................................................. 3
- Application and Admission .................................................................................................................. 3
  - Application Requirements .................................................................................................................. 3
- Financial Aid ........................................................................................................................................ 3
  - Graduate Assistantship ...................................................................................................................... 3
  - Awards and Scholarships ................................................................................................................... 4
- Doctoral Committee .............................................................................................................................. 4
  - Student Advisement .......................................................................................................................... 4
  - Committee Selection Procedures ....................................................................................................... 5
  - Doctoral Committee Membership ...................................................................................................... 5
  - Functions of the Doctoral Committee ................................................................................................ 5
- Degree Requirements .......................................................................................................................... 6
  - Program of Study Requirement ......................................................................................................... 6
  - Research Methods Requirement ....................................................................................................... 7
  - Residency Requirement .................................................................................................................... 8
- Preliminary Examination ...................................................................................................................... 8
  - Purpose ............................................................................................................................................. 8
  - Procedures ....................................................................................................................................... 8
  - Eligibility ......................................................................................................................................... 9
- Advancement to Candidacy .................................................................................................................. 9
- Continuing Registration Requirement .................................................................................................. 9
- Dissertation Process ............................................................................................................................. 10
  - Research Involving Human Subjects ................................................................................................. 10
  - Dissertation Procedures .................................................................................................................. 10
- Plagiarism Policy .................................................................................................................................. 11
- Submission of Dissertations ................................................................................................................ 12
- Graduation Requirements .................................................................................................................... 12
  - Graduation Ceremony Dates ............................................................................................................ 12
  - Graduation Application ..................................................................................................................... 13
  - Graduation Fee ................................................................................................................................. 13
  - University Microfilms (UMI) Agreement & Survey ......................................................................... 13
  - Attendance at Commencement ......................................................................................................... 13
  - Deadline Dates ............................................................................................................................... 13
- Research Tools (Appendix) .................................................................................................................. 14
  - 1. Research Tools: Quantitative Methods ......................................................................................... 14
2. RESEARCH TOOLS: QUALITATIVE METHODS .................................................................................. 15
3. RESEARCH TOOLS: HISTORIOGRAPHY .................................................................................. 15
4. RESEARCH TOOLS: PHILOSOPHIC METHODS ....................................................................... 16
5. RESEARCH TOOLS: OTHER RESEARCH TOOLS .................................................................. 16
Overview

In the COEHS, the Doctor of Philosophy degree in Education is a cross-departmental doctoral degree offered in five departments: Curriculum and Instruction, Educational Administration and Higher Education, Educational Psychology and Special Education, Health Education and Recreation, and Workforce Education and Development. The Rehabilitation Institute offers a Ph. D. in Rehabilitation, whose policies and procedures are articulated in a separate handbook.

Application and Admission

Application Requirements

Admission to a doctoral program in the Graduate School typically requires that the student hold master’s degree or its equivalent, have a minimum grade point average of 3.25 across all graduate work, and that the candidate be accepted by the academic unit (concentration) to which he or she applies. The faculty of each concentration may establish, at their discretion, a higher grade point average requirement (above the Graduate School minimum) for admission to their program.

Students seeking a doctoral degree in COEHS must submit applications to the SIUC Graduate School and individual departments/programs concurrently. The application form for admission to the Graduate School is available online at http://gradschool.siu.edu/admissions/index.html.

Individual COEHS departments may require additional application materials, including but not limited to application essays, GRE/MAT scores, and letters of recommendation.

Financial Aid

Graduate Assistantship

A limited number of graduate assistantships (GAs) are available in a variety of locations across campus, including academic departments, research centers, administrative units, and service units. This type of appointment represents the most common type of financial award offered by the University.

A graduate assistant must be an admitted student in a degree program. Non-declared students are typically not eligible for graduate assistantships.

For available GA appointments and selection criteria, students should inquire directly with the Graduate Director or Chair of the department to which they have been admitted or to the appointing officer of a research center, administrative unit, or service unit.

The average GA appointment is a 50% appointment (20 hours per week) and lasts for
one academic year (9 months). Some 25% appointments, requiring 10 hours per week, are available. A student may hold two simultaneous quarter-time (25%) appointments on campus without special approval.

GA appointments may be either on a semester-pay basis or a fiscal-pay basis. If available, doctoral students can receive up to four years of graduate assistantship support.

During the Fall and Spring semesters, appointments of at least 25% qualify for a 9-hour tuition scholarship. Appointments of 50% qualify for a 15-hour tuition scholarship each semester. GAs on a graduate assistantship contract during the summer semester qualify for an 8-hour tuition scholarship. GAs holding an appointment for the full length of Fall and Spring semesters consecutively will be eligible for an 8-hour tuition scholarship during the summer session immediately following.

Salary schedules for graduate assistantships vary between units. For the current graduate assistantship stipends chart, please refer to: http://gradschool.siu.edu/cost-aid/index.html. Information about the specific conditions of the appointment should be directed to the department or unit making the appointment.

Awards and Scholarships

A limited number of awards, scholarships, and fellowships are available to doctoral students in the College of Education and Human Services.

A complete listing of available awards and scholarships can be found at the Scholarship webpage in COEHS websites.

Doctoral Committee

Student Advisement

Upon entering the doctoral program, each student will be assigned a temporary advisor. It is important that the doctoral student meet with his/her advisor to review Program requirements before registering for any coursework.

The student’s doctoral committee should be established as soon as possible after he/she has some familiarity with faculty research interests and some idea about possible dissertation research focus. It is recommended that a student’s doctoral committee be established by the end of the second semester (or after approximately 18 semester hours) of active coursework on campus.
Committee Selection Procedures

During the first year, each student and his/her advisor should discuss prospective doctoral committee chairpersons based on the student’s research interests. All faculty members must have Graduate School approval to serve as chairperson of a doctoral committee.

Individual students should contact his/her prospective chairperson directly to determine whether the faculty member is able to accept the responsibility of this position.

Once a committee chairperson has been selected, he/she will work with the student to select remaining committee members. Again, it is the student's responsibility to personally contact each prospective member to ensure availability and willingness of the faculty member to serve on his/her committee.

All faculty members must have Graduate School approval to serve as a member of a doctoral committee.

Doctoral Committee Membership

The Doctoral Committee shall consist of five (5) members, all of whom must have graduate faculty status at SIUC. The Chairperson and at least two (2) other members shall be from the student’s approved academic concentration. One member shall be from outside the COEHS PhD program. The remaining member can be any other person with SIUC graduate faculty status. The Chairperson must have Dissertation Director faculty status from the SIUC Graduate School. At least three (3) of the remaining four members must have Regular graduate faculty status with the SIUC Graduate School (i.e., they usually teach and/or research in other graduate programs on campus). No more than one (1) member of the five is allowed to have Adjunct graduate faculty status with the SIUC Graduate School. SIUC emeritus faculty, most SIUC non-tenure track faculty, and faculty from other universities who are approved by the SIUC Graduate School will be assigned Adjunct status.

Once the student’s doctoral committee is finalized, he/she should complete the Doctoral Dissertation Committee Form and the department will forward it to the SIUC Graduate School. Should the student wish to change committee membership, the student or any member of the committee must request this change in writing to the Dean of the College and submit revised Doctoral Dissertation Committee Forms.

Functions of the Doctoral Committee

Each doctoral student must work with her/his doctoral committee to develop and approve a rigorous program of study. The Ph.D. in Education Program of Study form
must be completed and signed by the chairperson and at least two (2) members of the doctoral committee no later than the end of 27 semester hours of course work.

Each doctoral student is expected to meet annually with each committee member to evaluate his/her progress in the planned program. During such meetings, adjustments can be made to the approved program of study based on the availability of courses, evolving research interests, and other priorities. Committee members may also determine which, if any, additional coursework should be taken. Any changes to the Program of Study must be submitted to the Dean of the College for approval.

The doctoral committee is responsible for the following:

- advising students on their program of study
- certifying that students are ready to take preliminary examinations
- monitoring the preliminary examination for consistency with the policies of the concentration/department
- certifying the student’s advancement to candidacy
- approving the dissertation topic and prospectus
- providing guidance through the writing of the student’s dissertation
- conducting the student’s final oral examination
- certifying the final approval of the student’s dissertation and the completion of requirements for graduation.

Although it is typical for the advisor and committee members who approve the program of study to be members of the student’s dissertation committee, it is not required. Sometimes research interests change, new relationships are developed, and so forth. Changes to the membership of a student’s dissertation committee can be initiated by the advisor, a committee member, or the student in consultation with the advisor.

**Degree Requirements**

**Program of Study Requirement**

After careful consideration of Graduate School requirements, COEHS requirements, specific program requirements, and research interests, each student will develop a Program of Study with his/her doctoral committee that will prepare them to meet the requirements of the degree.

The required coursework is as follows:

- COEHS doctoral seminars—two (2) x three semester hour seminars in education, including: EDUC 510 – Introduction to Doctoral Studies in Education; and either EDUC 511 - Doctoral Seminar in Philosophical & Cultural Foundations of Education or EDUC 512 - Doctoral Seminar in Behavioral & learning Foundations of Education. These must be taken after the student has been accepted into the COEHS doctoral program.
• Research methods courses — See below for more information.
• Core coursework in the concentration area — the number of hours required varies by department; departmental core coursework must be completed before preliminary examinations (see specific departments for core requirements).
• Elective courses — the number of hours required varies by department. The student’s doctoral committee must approve elective courses.
• Dissertation hours — a minimum of 24 semester hours must be devoted to dissertation work. No doctoral student is allowed to register for more than six dissertation hours until candidacy has been achieved.

Transfer credit hours are subject to approval by each student’s doctoral committee. All graduate credit hours earned at an accredited university that have not been applied toward fulfillment of requirements for another degree are eligible for consideration.

The dissertation committee must approve all transfer credits and no credit will be given for transfer courses in which a student has earned less than a B grade. Prerequisite courses required as a condition of admission may not be included in the minimum credit hour requirement.

**Research Methods Requirement**

The Ph.D. in Education is a research-oriented degree. The research methods requirement is an integral part of the student’s program and is intended to allow the student to develop the knowledge and skills necessary to conduct systematic intellectual inquiry.

Specific technical and methodological competencies are developed through research methods coursework. Some classes are required of all students, while others are chosen for their relevancy to the area of concentration and individual student’s research interests. They must be successfully completed before preliminary examinations. These classes should prepare a student with the skills and competencies necessary to:

• Pose a research problem or question grounded in the current research literature.
• Identify a data collection system or strategy appropriate to the identified problem or question.
• Analyze and interpret data presented in a variety of formats.
• Craft meaningful conclusions relative to collected data, theoretical frameworks, conceptual models, or current practice.
• Communicate research results in a professional and competent manner.

All students must complete at least nine (9) credit hours in approved courses to fulfill the Research Methods Requirement. All students are required to take EAHE 587 (Introduction to Qualitative Research), EPSY 505 (Introduction to Quantitative Research Methods), and one additional cross-departmental graduate-level course in research methodology. Students with previous coursework in introductory research methods can petition to replace these introductory courses with higher-level research methodology.
coursework. (See Appendix A of the PhD in Education Handbook for a listing of suggested courses in Quantitative, Qualitative, Historiographic, and Philosophic methods.) Some academic concentrations may require additional research methods courses. Some student’s doctoral committees may encourage or require them to take additional methodology coursework, beyond their program’s minimum research requirements.

Residency Requirement

The residency requirement for the doctoral degree must be fulfilled after admission to the program and prior to advancement to candidacy (i.e., by the time students have successfully passed the preliminary examination). Residency is met by completing 24 graduate credit hours on campus as a doctoral student within a period not to exceed four calendar years.

No more than six semester-hours of deferred dissertation credit may be applied toward the fulfillment of the 24 semester-hour residency requirement.

Credit hours earned in concentrated courses and workshops may apply toward fulfillment of the residency requirements if the student is concurrently registered for a course spanning the full term.

No more than six semester hours of short course or workshop credit may be applied to the 24 semester hour residency requirement.

Preliminary Examination

Candidacy status can only be awarded after students successfully complete the preliminary examination. This examination will include those areas established as appropriate by the department or concentration. Faculty from the respective concentration areas will determine who will be responsible for preparing, evaluating, and certifying successful completion of the examination.

Purpose

The preliminary examination is an assessment of the breadth and depth of a student's knowledge in his/her concentration area, and his/her ability to access, analyze, and synthesize research through writing.

Procedures

The examination will be offered at least two times a year and will be administered on the fifth week of each semester. The appropriate departmental representative will be responsible for selecting the examination location and monitoring the examination.
Students completing preliminary examinations will be notified no later than 30 calendar days after examinations are completed about their results. Notification may vary for the departments where preliminary examinations are offered during the summer.

**Eligibility**

A student may take the preliminary examination after having successfully completed all (or most) coursework listed on the student’s Program of Study. Exceptions to this policy can only be granted by both the committee chairperson and the director of graduate studies. The student must petition the doctoral committee to take the preliminary examination and must receive an affirmative response.

If a student fails the examination on the initial attempt, he/she may take the exam two additional times before being removed from the doctoral program.

**Advancement to Candidacy**

Upon passing the preliminary examination, the student is advanced to candidacy.

This advancement signifies that the doctoral student is capable of conducting independent research with the guidance of his/her dissertation committee. The chairperson of the student’s doctoral committee should initiate the [*advisement to candidacy forms*](#) and submit four copies to the Dean of the College.

A student must be admitted to candidacy at least six months prior to graduation. Once admitted to candidacy, students may register for additional dissertation hours (up to a total of 24 credit hours). As doctoral candidates, students have five (5) years to complete their dissertation.

**Continuing Registration Requirement**

Students who have registered for the maximum number of dissertation credit hours (24) required for the doctoral degree, but have not finished their degree program, and are in the process of completing their dissertations, must register for continuing enrollment credit (one credit hour per semester).

This course is offered by each concentration (i.e., CI 601, EAHE 601, EPSY 601, HED 601, WED 601). Concurrent registration in any other course is not permitted.

Students registering for continuing enrollment credit are assessed only tuition and the Student Center Fee for credit hours associated with registration.

Since no other student fees are assessed, students taking continuing enrollment credits are not eligible for the benefits of any other programs, such as the Recreation Center, Health Service and Student Medical Benefits, and the Students' Attorney Program.
Students who need the above benefits that require fees must register for additional dissertation hours, instead of continuing enrollment credits.

Dissertation Process

A successful dissertation should represent the most extensive and intensive scholarly work the student has performed to date. Inherent in the process of completing the dissertation is the expectation that students will take initiative to engage in a high level of scholarship that contributes significantly to the national dialogue.

A dissertation must address a significant research question and demonstrate the author can interpret findings and formulate conclusions that are the result of independent thinking and sustained evaluation of source materials. These findings must be expressed in clear and grammatically correct language that is organized into a cogent and coherent argument.

Research Involving Human Subjects

Any research involving human subjects must be reviewed and approved by the SIUC Institutional Review Board (IRB) prior to the start of the research project.

If a student’s dissertation involves human subjects, an officially completed Southern Illinois University Human Subjects Committee (HSC) Form A (available in the Office of Research Development and Administration, Woody Hall C206) must be included in the final copies submitted to the Graduate School.

If this form is not included, the document will not be accepted by the Graduate School.

For more information, contact the SIUC Human Subjects Committee at (618) 453-4533.

Dissertation Procedures

In the dissertation process, doctoral candidates should:

- prepare a dissertation prospectus outlining the planned research, including statement of the problem and methodology
- present the dissertation prospectus to the doctoral committee for approval
- after doctoral committee approval, work with the chairperson to make appropriate revisions
- upon completion, work with the chairperson to forward one copy of the approved prospectus with the prospectus approval form to the Dean of the College of Education and Human Services
- complete the dissertation research and writing
- work with the doctoral committee to set and publicize a date for the final oral examination
• successfully defend the dissertation.

Satisfactory completion of the dissertation requirement includes passing of the oral examination covering the dissertation and related areas.

In the preparation of the dissertation and final oral examination, the candidate should work with the doctoral committee chairperson and consult with other members of the dissertation committee, as needed, and as required by the chairperson. Students should follow the Guidelines for Preparing and Submitting the Dissertation.

Any member of the graduate faculty may attend the final oral examination and may participate in questioning and discussion, subject to reasonable limitations imposed by the student’s dissertation committee. Only members of the committee may vote or make recommendations concerning the acceptance of the dissertation and final examination.

The student’s dissertation committee is responsible for judging the acceptability of the dissertation from all standpoints, including writing quality, mechanical considerations, and technical and professional competency.

A student will be recommended for the degree only if at least 80% of the dissertation committee members judge both the dissertation and the performance at the final oral examination as satisfactory.

The dissertation committee chairperson retains responsibility for reviewing the final copy of the dissertation and securing other committee members’ signatures.

The committee chairperson will sign only after all final revisions have been made to the dissertation and signatures of other committee members have been obtained. An original copy of the signed approval form should be placed in the student’s file.

The signature page (with dissertation copy) must then be shared with the Dean for his/her approval.

**Plagiarism Policy**

Plagiarism is a serious offense punishable by possible expulsion from the program. Students must be sure to avoid any hint of this offense. The SIU Plagiarism Committee (2007) defined plagiarism as “presenting existing work as one’s own”.

Any ideas or language or visual design taken from another source, including one’s own work, must be fully acknowledged unless the information is common knowledge. What is considered ‘common knowledge’ may differ from subject to subject.
To avoid plagiarizing, one must not adopt or reproduce material from existing work without acknowledging the original source. Existing work includes but is not limited to ideas, opinions, theories, formulas, graphics, and pictures.

Examples of plagiarism, subject to interpretation, include, but are not limited to:

1. directly quoting another's actual words, whether oral or written;
2. using another's ideas, opinions, or theories; paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
3. borrowing facts, statistics, or illustrative material; and
4. offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

The full report can be accessed [here](#).

**Submission of Dissertations**

Students are urged to consult with the Graduate School before the final submission of their dissertations. After final approval of the Graduate School, all dissertations must be submitted electronically through [Electronic Theses and Dissertations (ETDs) admission](#).

Students may prepare their ETD using nearly any word processor or document preparation system. Dissertations must be submitted as a PDF file as a single document. ETD may include color diagrams, color images, hypertext links, audio, video, animations, spreadsheets, databases, simulations, and other approved formats, where appropriate.

Doctoral students are required to pay a fee to cover the cost of the electronic submission of the dissertation. Information regarding ETD submission requirements can be found at the [Electronic Theses and Dissertations Submission Process](#) page in the Graduate School Websites or by contacting the Graduate School.

Students may contact the SIUC Bookstore about binding their dissertations if they would like bound copies for their department, their committee members, or themselves. Bound copies ordered from ProQuest may take six months to a year.

**Graduation Requirements**

**Graduation Ceremony Dates**

Graduation ceremonies are held at the end of each semester and summer session. Specific graduation dates can be found on the [SIU Carbondale Graduation webpage](#).
Graduation Application

Degree candidates must fill out the Graduation application form and apply for graduation with the Graduate School by the end of the second week of the semester or session in which the student plans to graduate.

Graduation Fee

A graduation fee is established for all students who will be receiving degrees. The fee is payable at the time of application or the fee will be charged to the student’s account.

This fee does not cover the rental fee for the cap, gown, and hood, or the cost of graduation invitations. These items are ordered through the University Bookstore in the Student Center and specific questions regarding them should be referred to the University Bookstore.

University Microfilms (UMI) Agreement & Survey

Doctoral students also must submit the University Microfilms (UMI) agreement form and the survey form of the earned doctorate to the Graduate School, Woody Hall, B114 at the time the dissertation is submitted. A check made payable to SIUC should be included with the completed forms.

These forms are available at the Graduate School and online at http://gradschool.siu.edu/thesis-dissertation-researchpaper/index.html

Attendance at Commencement

Although attendance at commencement is not compulsory, students who wish to graduate in absentia must notify the Graduate School in advance.

This information is needed for seating arrangements and for mailing purposes.

Deadline Dates

The dates for both the deadline to apply for graduation and for the submission of paperwork are posted on the graduation deadlines webpage at the Graduate School Websites.
Research Tools (Appendix)

1. Research Tools: Quantitative Methods

Quantitative methods involve: (a) measurement, the systematic representation of data by numbers, and (b) statistics, the mathematics of the collection, organization, and interpretation of numerical data. Incorporated within quantitative methods are descriptive statistics, inferential statistics, and the design and analysis of experiments. This area does not include courses on research methods, but rather includes specific courses in statistics and/or experimental design.

Demonstration of Skill

Successful completion of two or more of the following courses is required to establish skill in this research tool.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Credit Hours</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAHE 585</td>
<td>3.0</td>
<td>Survey Research Methodology</td>
</tr>
<tr>
<td>EPSY 506</td>
<td>4.0</td>
<td>Inferential Statistics</td>
</tr>
<tr>
<td>EPSY 507</td>
<td>4.0</td>
<td>Multiple Regression</td>
</tr>
<tr>
<td>EPSY 508</td>
<td>4.0</td>
<td>Experimental Design in Educational Research</td>
</tr>
<tr>
<td>EPSY 531</td>
<td>3.0</td>
<td>Introduction to Measurement</td>
</tr>
<tr>
<td>EPSY 580a</td>
<td>3.0</td>
<td>Advanced Regression Analysis</td>
</tr>
<tr>
<td>EPSY 580b</td>
<td>3.0</td>
<td>Factor Analysis</td>
</tr>
<tr>
<td>EPSY 580c</td>
<td>3.0</td>
<td>Multivariate Methods</td>
</tr>
<tr>
<td>EPSY 580d</td>
<td>3.0</td>
<td>Nonparametric Method</td>
</tr>
<tr>
<td>EPSY 580f</td>
<td>3.0</td>
<td>Experimental Design</td>
</tr>
<tr>
<td>PSYC 522a</td>
<td>4.0</td>
<td>Experimental Design and the Analysis of Variance</td>
</tr>
<tr>
<td>PSYC 522b</td>
<td>4.0</td>
<td>Complex Designs and Extensions of the Analysis of Variance</td>
</tr>
<tr>
<td>EPSY 506</td>
<td>4.0</td>
<td>Inferential Statistics</td>
</tr>
</tbody>
</table>

Any combination of courses that equate to a minimum of one academic year of credit in doctoral level statistics, which have been identified as a research tool requirement in an NCATE-approved graduate program may be used to meet the quantitative methods requirement.
2. Research Tools: Qualitative Methods

Qualitative research has gained substantial attention in the last two decades as a means of administering and evaluating social intervention programs. The paradigm which forms the philosophical basis of qualitative methods stresses an evolving, negotiated view of the social order. This paradigm considers social life as the shared creativity of individuals and looks at the social world as one that is shifting, changing, and dynamic. In using qualitative methods, the educational researcher holistically observes teachers, administrators, pupils, programs, or districts in an effort to identify the related elements in the school setting. Several research techniques and skills are available to the qualitative researcher; these include interviews, observations, non-verbal communication, ethnographic studies, case studies, evaluation scales, and quasi-experimental investigations.

Demonstration of Skill

Successful completion of two or more of the following courses is required to establish skill in qualitative methods:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Credit Hours</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAHE 587</td>
<td>3.0</td>
<td>Introduction to Qualitative Research</td>
</tr>
<tr>
<td>EAHE 594</td>
<td>3.0</td>
<td>Advanced Qualitative Methods</td>
</tr>
<tr>
<td>KIN 502</td>
<td>3.0</td>
<td>Methods of Interview Research</td>
</tr>
<tr>
<td>SOC 514</td>
<td>4.0</td>
<td>Seminar in Qualitative Research</td>
</tr>
<tr>
<td>SPCM 473</td>
<td>--</td>
<td>Performance Ethnography</td>
</tr>
<tr>
<td>SPCM 506</td>
<td>--</td>
<td>Ethnography of Communication</td>
</tr>
<tr>
<td>SPCM 507</td>
<td>--</td>
<td>Ethnographic Fieldwork</td>
</tr>
<tr>
<td>SPCM 508</td>
<td>--</td>
<td>Autoethnography</td>
</tr>
<tr>
<td>MCMA 534</td>
<td>--</td>
<td>Qualitative Research Methods in Mass Communication</td>
</tr>
</tbody>
</table>

3. Research Tools: Historiography

Historiography is the study of the discipline of history. This study can include the scientific methods of historical research, a review of the historical paradigm with its attendant use of chronology, a concern for the variant philosophies of history, a review of historical literature, the contributions of particular historians in the development of the discipline, and the consideration of historical writing as both an art form and as an humanistic expression.
Demonstration of Skill

A student should successfully complete a minimum of two courses to establish skill in this research tool:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Credit Hours</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 500</td>
<td>3.0</td>
<td>Historical Craft</td>
</tr>
<tr>
<td>HIST 501</td>
<td>3.0</td>
<td>Recent Historiography</td>
</tr>
<tr>
<td>EAHE 530</td>
<td>3.0</td>
<td>Historical Research in Education</td>
</tr>
</tbody>
</table>

4. Research Tools: Philosophic Methods

Philosophy may be defined as that science which investigates the facts and principles of human nature and conduct and which comprises logic, ethics, aesthetics, metaphysics, and theory of knowledge. Philosophy is also a body of principles underlying a given branch of learning such as professional education. Methods of inquiry in philosophy of education are integral to the substance of education and are seemingly more difficult to differentiate and separate from that substance than are some other methods of inquiry, i.e., foreign language and statistics. Philosophic inquiry methods in education include a study of logic, ethics, aesthetics, metaphysics, and theory of knowledge concerning education, i.e., the principles underlying education.

Demonstration of Skill

Skill in this research tool is established by the successful completion of two or more of the following courses:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Credit Hours</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 420</td>
<td>3.0</td>
<td>Advanced Logic</td>
</tr>
<tr>
<td>PHIL 425</td>
<td>3.0</td>
<td>Philosophy of Language</td>
</tr>
<tr>
<td>PHIL 524</td>
<td>3.0</td>
<td>Analytic Philosophy</td>
</tr>
<tr>
<td>PHIL 530</td>
<td>3.0</td>
<td>Theory of Knowledge</td>
</tr>
</tbody>
</table>

5. Research Tools: Other Research Tools

A student and his/her committee may wish to propose a research tool not mentioned in the foregoing list. Such persons should prepare a proposal that includes: (a) definition of research tool; and (b) the minimum two courses or equivalent, which establish skill in the research tool. The proposal would then be submitted to the Dean of the College of
Education and Human Services for consideration and approval. If approved by the Dean, that tool would then become an approved tool available to all students in the Ph.D. program in Education.