
CHECKLIST FOR EPS DOCTORAL STUDENTS

This checklist is for the use of students who have been admitted to the Doctoral (Ph.D.) program in Educational Psychology (Counseling Psychology, School Psychology, or Learning Instruction) at Northern Arizona University. The student is responsible for seeing that each of these activities is completed. Some of the activities will be in sequence; others will be taking place simultaneously. While the term semester is used for the checklist, some activities may actually be completed more quickly or more slowly. The intention of the checklist is to guide the sequence in which activities must be completed. This checklist is based on at least two full years of coursework (including summers) and a third year in which the internship (Counseling and School Psychology) and fieldwork (Learning & Instruction) are completed. Some students may require more or fewer semesters of coursework depending upon the hours taken each semester and the number of hours transferred into the doctoral program.

FALL SEMESTER (First Year):

- Meet with your assigned program advisor and work out a list of classes to be taken the first semester.
- With your program advisor draft a program of studies which will meet the requirements for the Ph.D. The Program of Studies Form can be obtained from the EPS Department Office. You and your program advisor will tentatively determine credits from previous coursework to be applied to the Ph.D. Bring all graduate transcripts when you meet with your program advisor to develop a program of studies. It is also helpful to have catalog descriptions and syllabi for courses taken at other universities. You and your program advisor will then select a program committee, consisting of your advisor and two other Educational Psychology faculty. This program committee will review/approve your program of studies.
- After feedback from the Program Committee, type a final copy of your program of studies and give it to your program advisor. After your program advisor has approved and signed the program of studies then you will need to have it signed by all members of your program committee and the EPS Chair. Copies are distributed to: (1) the graduate college dean, (2) your student file, (3) your program advisor, and (4) you.
- Become linked to a group conducting a research project that will culminate in a poster presentation, paper presentation, or manuscript. Present at a state, regional, or national professional organization. Your contribution to the project could be in a secondary role and EPS faculty members supervise each project. The research project may be in the form of assisting with an advanced student conducting a doctoral dissertation, a faculty research project, or a grant-funded project.
- Learning and Instruction Students begin planning with your advisor the fieldwork experiences in teaching.

NOTE: As part of the planning of your coursework sequence, keep in mind the written preliminary and comprehensive exams. The preliminary examination is 4 hours long consisting of up to 8 essay questions related to biological, cognitive-affective, social and individual bases of behavior, and educational foundations. The comprehensive examination consists of two areas: (a) Research and Statistics, and (b) Specialty Area (Counseling Psychology, School Psychology, or Learning & Instruction). The preliminary examination is taken during the Spring (first year) or the Fall semester (second year) of your program. The comprehensives are taken either in the Fall or the Spring of the final year of your coursework. You must notify your program advisor early in the semester that you plan to take the exams (see Comprehensive Exam Policy Statement).

SPRING AND SUMMER SEMESTERS (First Year):

- Prepare for taking the preliminary examination during the Spring semester or Fall semester by obtaining a topics list for the foundational examination. You must inform your program advisor of your intent to take the exam early in the semester in which you intend to take it. The program advisor will present a written request for taking the preliminary examination to the Department Chair of Educational Psychology.
- Begin selecting a doctoral dissertation research topic. Talk with faculty about their lines of research. Discuss dissertation ideas with your program advisor and other faculty and begin identifying a faculty member to chair your doctoral dissertation. Your program advisor may serve as your dissertation chair, but this is not required. You want a dissertation chair who has an interest and expertise in the topical area of the study, and who will work closely with you as you see the dissertation to completion.
- Choose a tentative dissertation committee with guidance from your dissertation chair. The five member doctoral dissertation committee consists of your Educational Psychology dissertation chair, program advisor and one other member of the Educational Psychology faculty, one faculty member from the College of Education and one faculty from outside the Center usually within the university. It is your responsibility to ask faculty members to serve on the dissertation committee once the committee membership has been agreed upon by the faculty dissertation chair and yourself.
- Near the end of the Spring semester, meet with your program advisor and obtain feedback concerning your first year evaluation and develop a professional growth plan, if needed.
- By the end of the summer semester, you should have a single dissertation topic in mind and should begin work on the dissertation proposal (see Educational Psychology Proposal/Prospectus Guidelines).
- During summer session begin preparing for the APPIC internship application process, if you plan to use the APPIC process. You should be obtaining applications from internship and fieldwork sites.

FALL SEMESTER (Second Year):

- Notify your program advisor in writing early in the semester if you are requesting to take your written preliminary or comprehensive exams.
- If you are taking the comps, obtain topics and/or reading lists from the Educational Psychology Chair for each area of the exam (Research/Statistics, Specialization: Counseling Psychology, School Psychology, or Learning & Instruction).
- Students take a primary role with faculty members to coordinate a second year research project that also culminates in a poster presentation, paper presentation, or manuscript presented to a state, regional, or national professional organization. Ideally, second year students coordinate a research project that is related directly to their own dissertation proposal.
- You should finish writing your dissertation proposal. Refer to the Educational Psychology Proposal Guidelines and work closely with your dissertation chair. When you and your dissertation chair agree the proposal is complete, it should be distributed to your dissertation committee. A meeting is scheduled to discuss and obtain approval of the dissertation proposal.
- You have selected the dissertation chair, the dissertation committee, and the dissertation proposal is approved. Your selected dissertation chair must notify the office of the graduate dean, the chair of Educational Psychology, and your program advisor of your doctoral dissertation committee membership.
- When your proposal is approved, you should begin work on the prospectus. However, you are advised that a prospectus cannot be formally approved by your dissertation committee until you have passed all comprehensive exams.
- You should be applying to internship or fieldwork sites by working with your program advisor, and program committee (see Internship Guidelines).

SPRING AND SUMMER SEMESTERS (Second Year):

- Notify your program advisor in writing early in the Spring semester if you are requesting to take your written comprehensive exams.
- If you have taken comprehensive exams, you have received the results of the comprehensive exams. If you have failed any exam, you have one additional opportunity to pass it.
- You should be nearing completion of the dissertation prospectus during Spring Semester. When you and your dissertation chair agree the prospectus is complete, you distribute it to the dissertation committee.
- Schedule a meeting with your dissertation committee to discuss the prospectus. Two weeks are required between distribution of the prospectus and the meeting.
- Obtain final approval of the prospectus during the Spring semester. Approvals of dissertation proposals or prospectuses are not conducted during the summer sessions.

- Assuming prospectus approval and successful completion of all comprehensive exams, file for Advancement to Candidacy (forms available from the EPS Dept. Office). A copy of the approved prospectus must be attached. All coursework (except dissertation hours and internship) must be completed or in progress.
- Select an internship or fieldwork site during the Spring semester.
- Provide a description of the proposed internship or fieldwork including a description of the primary supervisor to your program advisor for distribution to your program committee.
- Meet with your advisor and develop an internship or fieldwork contract.
- When the internship or fieldwork site has been approved during the Spring semester, your program advisor submits an internship approval checklist to the Dept. Chair.

FALL AND SPRING SEMESTERS (Internship or Focus Fieldwork Year-Third Year):

- Register for internship or fieldwork credit both fall and spring semesters (EPS 796, 3 hrs. each semester), and EPS 799 Dissertation if you have not completed your dissertation.
- Review NAU Educational Psychology Internship or Fieldwork Guidelines outlining required procedures.
- File for graduation by obtaining and completing the Application for Graduation from the EPS Dept. Office, and getting your program advisor's and Dept. Chair's signatures, usually in January or February.
- Should you need additional semesters to complete internship or fieldwork requirements or the dissertation, you must remain continuously enrolled (fall and spring semesters) in the program until you have graduated. You must register for a minimum of one credit hour per semester.
- Complete dissertation, working closely with dissertation chair.
- Submit final draft of dissertation to committee members for feedback.
- Submit finished copy to dissertation committee, allowing at least two weeks between receipt of dissertation copy and scheduled oral defense.
- Your dissertation chair and you will schedule the oral defense and send the proposed date and time to the Graduate College for final approval and assignment of a Graduate College representative.
- Double check to be sure you have filed all internship or fieldwork reports and evaluations, filed for graduation, and completed any other paper work.
- Plan graduation party!