

Ph.D Program Steps

1. Admission

To the Graduate College:

- * You will need to send all previous college transcripts.
- * You'll need to take the Graduate Record Exam (GRE). This can be done at ISU or a Sylvan Learning Center.

To the ELPS Ph.D. Program:

- * Graduate College Application form w/ essay assignment (not needed if already accepted into PreLEAD or CAS program).
- * Four candidate support forms from: professor, supervisor, colleague, person supervised.
- * Resume or Vita (not needed if already accepted into PreLEAD or CAS program).
- * Writing Sample. Can be taken with a proxy at your school (provide Dr. Hernandez with the name and email address of proxy) or can be waived if you've taken a PRELEAD course at ISU recently.
- * Phone interview of the candidate
- * Phone reference check of current supervisor.

All application materials for both ELPS and the graduate school are sent to: Graduate Admissions Review Committee, c/o Judy Weiland, Educational Leadership and Policy Studies, Iowa State University, N247 Lagomarcino Hall, Ames, IA 50011-3195; Telephone (515) 294-1241; Fax (515) 294-4942.

The student files, when complete, will be scheduled for review for admission to the Ph.D program by the department. If students are accepted they should proceed to step #2.

2. Select Doctoral Committee

* 5 members: 1 Edadmin Chair + 3 faculty (recommend edadmin) + 1 outside the department faculty:

Edadmin. Research Faculty

Frank Hernandez (tenure track)- Ph: 294-4871 , E-mail: fhernand@iastate.edu

University of Wisconsin-Madison

Head of Ph.D program

Focus: Multicultural, equity, diversity, Latino principals

Joanne Marshall (tenure track)- Ph: 294-9995, Email: jmars@iastate.edu

Harvard

Focus: Spirituality, Private schools

Ed Admin. Clinical Faculty

Veronica Stalker- Clinical Prof.- Ph: 294-, Email:

Past Iowa Principal, Superintendent

Focus: Superintendency, Women leaders, Personnel, Finance, Policy

Jim Scharff- Clinical Prof.- Ph: 294-9468, Email: jscharff@iastate.edu
30+ years as Iowa principal, Supt., Business manager, President-IASB
Focus: Business, Finance

Troyce Fisher- Clinical Prof.- Ph: 294-4596. Email: troyce@iastate.edu
30 years as Iowa bldg., central office, AEA administrator
Past Executive Dir. of SAI

Gary Ratigan- Clinical Prof.- Ph: 294-7347. Email: ratigan@iastate.edu
30 years Iowa Teacher, Principal
Retired as Principal Ankeny HS

Higher Ed. Faculty

Mary Huba- Assessment- Ph: 294-5478, Email: mhuba@iastate.edu

John Schuh- Higher ed. finance, personnel- Ph: 294-6393, Email: jschuh@iastate.edu

Larry Ebberts- Community colleges- Ph: 294-8067, Email: lebberts@iastate.edu

Nancy Evans- Gender equity, diversity- Ph: 294-7113, Email: nevans@iastate.edu

Mack Shelley – Quantitative analysis- Director of RISE- Ph: 294-9282, Email:
mshelley@iastate.edu

Flo Hamrick – Research- Ph: 294-9628, Email: fhamrick@iastate.edu

*For the 1 faculty member outside ELPS, see option sheet.

* Candidate asks each person permission via E-mail. Candidate fills out **Committee Appointment Form**, emails to me for review, then I give it to Judy Weiland.

3. Development and Approval of Program of Studies (POS)- st **1st meeting**

* Fill out **POS Form & POS Supplemental Form**

Reqs (See sample):

1. 15 hours in EdAdm at ISU
2. 4 hours of required seminars
3. 12-14 hours of research core (Pre-req-Resev 550; See POS sheet for required course options)
4. 9 hours outside major
5. 3 hours of capstone experience (ELPS 616)
6. 12 hours of Dissertation research (EdAdm 699)
7. 24 Sem. Credits in a 12-month period for residency. Diss. Hours can be used.
8. 72 hours minimum required
9. at least 36 credits at ISU
10. No non-graded transfer classes allowed (ISU classes with “S” are okay)
11. Must have earned a B or higher for transfer classes

* Candidate calls committee together to approve the POS. Candidate should have resume, diss. Topic idea, and Capstone idea at meeting.

* Committee approves POS. **POS Approval Form** signed and Judy submits.

* You will need to complete within 7 years of admittance. If course credits from past courses taken are used, you need to count from those dates. If it exceeds 7 years I will need to submit an **Overage Course Memo**.

4. Start Coursework.

5. Complete Coursework.

6. Work on and complete the Portfolio.

* Be sure to write 3 self-assessments per standard. Check self-assessment criteria on ELPS webpage.

* Need 2 artifacts and a reflection page for each of the 6 domains

* Domain descriptions and evaluation rubrics on ELPS webpage

8. Capstone Project Proposal- **2nd meeting**

* Submit Capstone to Chair.

* Once satisfied submit Capstone to other committee members

* Set up a Capstone Proposal Meeting

* Capstone criteria on ELPS webpage

9. Capstone & Portfolio Defense- **3rd meeting**

* Candidate sets up the meeting.

* Invite Client for first part

* If approved, Judy types and submits form to Grad. College.

10. Dissertation Proposal- **4th meeting**

* Candidate sets up meeting

* Can consist of 20-40 page proposal or 1st three dissertation chapters

11. Graduate College Forms

* **Application** for graduation

* 2 weeks prior to defense date submit **Oral Exam Form** (same as Diss. Defense) to graduate college.

* provide copies to committee 2 weeks in advance

12. Dissertation Defense- **final meeting**

* Candidate sets up Dissertation Defense date

* Submission of thesis to thesis office.

13. Provide a copy of the capstone, portfolio, and dissertation to Judy. Provide a bound copy of the dissertation and regular copy of the portfolio and capstone to Dissertation chair.

Contacts

To reserve meeting room, call:

Marjorie Smith, Head Secretary
Educational Leadership and Policy Studies
Iowa State University
N247 Lagomarcino Hall
Ames, IA 50011-3195
Telephone (515) 294-4143
Fax (515) 294-4942
Email: marjorie@iastate.edu

To check on forms, transcripts, register for classes (basically everything else) call:
Judy Weiland, Record Analyst
Educational Leadership and Policy Studies
Iowa State University
N247 Lagomarcino Hall
Ames, IA 50011-3195
Telephone (515) 294-1241
Fax (515) 294-4942
Email: jweiland@iastate.edu