

AEE PhD PROGRAM PLANNING GUIDE

**Degree Name and Prefix of Courses:
Agricultural and Extension Education (AEE)**

PhD Specializations in:

**Agricultural Education in the Public Schools
Extension Education**



Department of Human and Community Resource Development (HCRD)

(Revised 2009)

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The Secretary to the AEE GSC is Greta Wyrick in Room 208 AA. Her email address is Wyrick.1@osu.edu and her phone number is (614) 688-3178. She can answer many procedural questions and provide copies of many of the forms needed in graduate study. The GSC Chair is Dr. Larry Miller, 204 AA, miller.103@osu.edu, and his phone is 292-9134. Questions about associateships should be directed to the HCRD Department Chair: Dr. Bob Birkenholz, 208 AA, Birkenholz.1@osu.edu and his phone is 292-9028.

INTRODUCTION

This guide is meant to provide direction and help in planning a PhD program; however, one should be aware that it is not prescriptive. Students have a lot of flexibility in designing a program to meet their needs and to satisfy the requirements of the degree. Each student and committee design a program to best meet the needs of the student by selecting courses beyond the core and in selecting minors.

The Graduate School Handbook, accessible at: <http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook/Handbook.pdf> and the department's *AEE Graduate Program Handbook*: http://www.ag.ohiostate.edu/~hcrd/ag_education/grad/GRADUATE%20%20%20PROGRAM%20%20%20HANDBOOK.pdf should each be carefully studied. This **guide** does **not** repeat the procedures or policies specified in those documents and it is only intended to aid in the program planning phase of a doctoral program. A student pursuing a PhD is expected to develop an individualized program with the aid of their adviser and committee. If the student has a Master's degree, then the courses from that degree program can be considered in developing the doctoral program.

A person applying for admission who holds an MS degree from this department should complete the **Graduate Student Status beyond the Master's Degree** form included on page 14 of this guide. The student should consult with their committee to determine the courses from the Master's degree that will apply to the PhD.

If the Masters was obtain elsewhere, the OSU Admissions Office referral (admission) form should be reviewed to see if 45 credit hours were granted for the Master's degree when admitted. If not, the adviser and student must complete the form to transfer the appropriate credit, attach an official transcript, submit these to the Chair of the Graduate Studies Committee (GSC), who forwards the request, with signature, to the Graduate School where the credit hours can be officially approved by the Graduate School. Any graduate courses from another university to be applied to an OSU graduate degree must be officially transferred (See: <http://www.gradsch.ohio-state.edu/Depo/PDF/TransferCredit.pdf>). This procedure should be concluded prior to the program planning meeting so that everyone is certain as to which courses are applicable to the doctoral program. Using page 11, the student will list all the courses to be included in their PhD program of study.

The program planning (candidacy examination) committee will want to assure that the doctoral student has the competencies required by the AEE Master's degree. The courses in Research and Statistics must be included in a Ph D program and so must the core courses for the specialization. Further, the committee will want to provide other competencies to aid the student in achieving current and future career goals. No complete listing of courses required for the doctorate has been compiled since each program will be individualized to meet the needs of the student and will vary among individuals. The doctoral program will include a minimum of 135 quarter (graduate) hours beyond the baccalaureate degree. Generally, the program encompasses 45 hours of Master's course work, 65-75 hours of doctoral course work, and 20-30 hours of dissertation research. Residency requirements must be met.

PHILOSOPHY STATEMENT ON GRADUATE EDUCATION

The foundation for AEE graduate study is the behavioral and social sciences and the history and philosophy of education. Education and communication, as branches of knowledge and learning, are complementary as both draw from similar philosophical, theoretical, and empirical foundations and each contributes to the study and practice of the other. Persons

pursuing graduate study in the AEE graduate program learn to understand and use knowledge grounded in the foundation disciplines for planning, executing, and evaluating instructional programs in the food, agricultural, and environmental sciences.

The substance and process of graduate study must ensure that graduates:

- pursue knowledge and understanding as scholars;
- acquire theoretical knowledge and practical skill in one or more areas of specialization in education,
- are appreciative of the role of systematic study and inquiry in the formulation and improvement of policy and programs, are discerning consumers of research, and have demonstrated competence in conducting and reporting research,
- exhibit openness and respect for diverse views and opinions, and
- seek new knowledge and experiences in the pursuit and commitment to lifelong learning.

CORE REQUIREMENTS FOR ALL AEE PhD STUDENTS

The PhD indicates that the person earning the degree is a potential scholar and has the ability to make substantive contributions to knowledge in the field. **Core courses required of all PhD students are AEE 800, 823, 830, and a graduate-level advance evaluation course.** Candidates for the PhD are also expected to complete the following quantitative research/data analysis courses from the Department of Human and Community Resource Development and qualitative courses offered by other departments. Students, who have completed the required research/data analysis courses, or equivalent courses, at OSU or at another university, are encouraged to complete more advanced courses. Students seeking the PhD would need to complete all the AEE core course requirements for the Master's degree as part of the PhD program if they did not complete them, or equivalent courses, as part of their Master's degree program. Upon admission to the PhD program, all students will be assigned a temporary adviser by the Chair of the GSC. The student may then select their permanent adviser, with that person's agreement, using page 10. The AEE GSC and the Graduate School will be officially notified.

AEE offers a series of one-credit-hour seminars: AEE 795.07 in Autumn Quarter, AEE 795.08 in Winter Quarter, and 795.09 in Spring Quarter that all full-time students may find beneficial. The courses discuss the nature of scholarship in the disciplines, its dissemination and are a good way to get to know fellow students and faculty. They are listed as at "arranged times," but might, for example, occur as "brown-bag-lunch-seminars" on Fridays from 11-11:48 AM, and are appropriate for students from any specialization.

Required Research & Data Analysis Courses

All PhD students will complete the following **quantitative** research courses:

AEE	885	RESEARCH METHODS (3)
	886	RESEARCH DESIGN (3)
	887	DATA ANALYSIS AND INTERPRETATION (3)
	888	INSTRUMENTATION AND PROCEDURES FOR DATA COLLECTION (3)
	995	SEMINAR IN RESEARCH (3), Autumn Quarter, Regression
	995	SEMINAR IN RESEARCH (3), Winter Quarter, Factor Analysis
	889	GROUP STUDIES (3), Spring Quarter, Structural Equation Modeling

Additionally, 6 credit-hours in **qualitative** research courses, such as (Note: similar courses are available in other departments at OSU):

ED-P&L	798	QUALITATIVE RESEARCH FOR EDUCATORS (3)
	800	QUALITATIVE RESEARCH IN EDUCATION (3)
	966	PRACTICUM IN QUALITATIVE RESEARCH METHODS (3)
	967	ANALYZING DATA IN EDUCATIONAL RESEARCH (3)

All students will complete a dissertation and register for:

AEE	999	RESEARCH (20-30) [Using their adviser's call number]
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AREAS OF SPECIALIZATION

The PhD program in the department offers two specializations: (1) Agricultural Education in the Public Schools, and (2) Extension Education.

A. Agricultural Education in the Public Schools

Since beginning assistant professors in agricultural teacher education are often given the responsibility for teaching undergraduate courses and/or beginning-level graduate courses, the doctoral graduate should be competent to teach in a variety of content areas related to the fundamental aspects of agricultural education. Therefore, in addition to the required core, doctoral students may desire to have preparation in the following courses or their equivalent. If the student's career goal is not in academia, the committee will assist in course identification.

Agricultural Education in the Public Schools Recommended Courses

AEE	622	CONTINUING EDUCATION IN AEE (3)
	770	PROGRAM EVALUATION IN AEE (3)
	812	TEACHER EDUCATION (3)
	842	LEADERSHIP AND ADMINISTRATION IN AEE (3)
	889	ADVANCED STUDIES (3)--Special study with the coordinator of the student teaching program related to the conduct of student teaching programs

Individual Studies (AEE 693 & 993, See p. 16), Advanced Studies (AEE 889) and Internships (AEE 684) may be arranged with individual faculty members for unique learning experiences not encompassed by existing courses. Students should obtain the agreement of a faculty member to direct the study or internship and obtain a signed "Course Enrollment Permission" form (OSU Form 9292) at the time of enrollment, and complete, with the faculty member, an outline for the learning activity (p. 16).

B. Extension Education

The suggested extension courses provides the necessary content to aid future extension professionals to more fully understand the broad scope of the Cooperative Extension Service and other outreach and engagement activities. Courses to consider in addition to the required core are:

Extension Education Recommended Courses

AEE	622	CONTINUING EDUCATION IN AEE (3)
	642	YOUTH ORGANIZATIONS (3)
	643	YOUTH PROGRAM MANAGEMENT IN NON-SCHOOL SETTINGS (3)
	655	INTERNSHIP IN AEE (1-15)
	770	PROGRAM EVALUATION IN AEE (3)
	795.02	SEMINAR: VOLUNTEERISM (3)
	795.03	SEMINAR: LEADERSHIP DEVELOPMENT (3)
	795.04	SEMINAR: PROGRAM DEVELOPMENT (3)
	842	LEADERSHIP AND ADMINISTRATION IN AEE (3)

Individual Studies (AEE 693 & 993, See p. 16), Advanced Studies (AEE 889) and Internships (AEE 684) may be arranged with individual faculty members for unique learning experiences not encompassed by existing courses. Students should obtain the agreement of a faculty member to direct the study or internship and obtain a signed "Course Enrollment Permission" form (OSU Form 9292) at the time of enrollment, and complete, with the faculty member, an outline for the learning activity (p. 16).

MINORS (Cognates) FOR AEE PhD Programs

The AEE Graduate Program Handbook notes that at least two minor areas must be completed in addition to the major in AEE. The selection of minor areas is by agreement between the student and his/her committee. Usually, 15-18 hours constitute a minor program but the number of hours varies and is determined by the faculty member representing that minor area and the committee. A faculty member from each minor area typically serves on the program planning (candidacy examination) committee. Some students elect to use the research and statistics courses as a minor area. PhD students in teacher education might find it advantageous to have a minor, for example, in teacher education or teaching/learning.

STATEMENT ON CO-ADVISEMENT OF PhD STUDENTS

Students might be asked to consider having co-advisers to aid the AEE Graduate Program. The main purpose of co-advisement of PhD students in the AEE graduate program is to provide Category M faculty an opportunity to learn about and actively participate in the process of PhD graduate student advisement under the guidance of a Category P faculty member. This includes advising the student, completing required paperwork, and observing the "chairing" of the program committee meetings, conducting the written and oral portions of the candidacy exam, and directing the dissertation and its final defense. Officially, the Category P adviser must chair all meetings such as the oral candidacy examination and the final oral defense and in signing Graduate School forms as adviser. A list of all Category P (and M) faculty members may be obtained from the Chair of the AEE GSC. See the OSU *Graduate School Handbook*, Section II, for explanations of "M" and "P" categories.

To assist in the clarification of faculty responsibilities with regard to co-advisement, the AEE GSC has developed the attached list (p. 8) of General Steps in PhD Advisement. For each step, individuals responsible have been indicated by an "X." Also, when a form is required, it is so indicated. Additional information has been included to help in advisement.

Note that, based on Graduate School regulations, only Category P faculty may "officially" advise PhD students; thus, the majority of the advisement tasks are ultimately the responsibility of the adviser. The AEE GSC recommends that a co-adviser works closely with the adviser in all decisions, processing of paperwork, planning of meetings, and one-on-one advisement of the

student. The team of advisers, along with the student, is responsible for determining the best working relationship based upon the specific situation, skills and expertise of the faculty members and the needs of the student.

COMMITTEE MEMBERSHIP

The program planning (candidacy examination) committee must have at least one member from outside the AEE program. Typically, a four-member program planning committee will have two members from the major and one from each minor area with the hours of examination determined by the committee at the program planning meeting (See p. 11). Committees may have more than four members.

The reading committee, which approves the dissertation proposal (See p. 15) and the final dissertation, may be comprised of different faculty members than those on the program planning (candidacy examination) committee. All members of the reading committee may be from AEE and must be comprised of three members, but can have more. The *OSU Graduate School Handbook* also describes how members can be people from outside the OSU Graduate Faculty and how technology may be use in lieu of actual physical presence at meetings should this be desired. Note that a Graduate School Representative will also be assigned by the Graduate School to the reading committee, in attendance at the dissertation defense, and a voting member of the committee. The *OSU Graduate School Handbook* describes the duties of the representative.

GENERAL STEPS IN Ph.D. ADVISEMENT

STEP	WHEN/WHERE	FORM	S	CA	C	GSC	GS	A	OTHER
Inquiry			x			X	X		X
Application	Online at www.gradapply.osu.edu Send Letters of Recommendation & Goals & Objectives to GSC	X	x			X	X		
Admit/Reactivate						X	X		
Appoint Temporary Adviser						X			
Register			x						Temporary Adviser
Select Adviser (and Co-Adviser if desired)	Submit Program. Adviser Notification; Form Available from GSC	X	x			X			Temporary Adviser
Assemble Program Committee (PC)	Available from Secr. GSC		X	X				X	
Plan Program			X	X	X			X	
Request Transfer of Graduate Credit	Submit Request for Transfer of Graduate Credit Form to GSC: Form available from Secr. of GSC	X	X	X				*	
Program Approval by PC		X	X	X	X			X	
Submit Program Plan for Approval by GSC	GSC		X	X				X	
Program Approval by GSC	After approval returned to student and adviser					X			
Advisement on a Regular Basis			X	X				X	
Arrange location time for Written and Oral Candidacy Exam (CE)			X						
Request CE Questions	Questions sent to Dept Chair's Administrative Associate			X				X	

A = Adviser
CA = Co-Adviser
C = Program/Dissertation Committee

GSC = Graduate Studies Chair
GS = Graduate School
S = Student

GENERAL STEPS IN Ph.D. ADVISEMENT

STEP	WHEN/WHERE	FORM	S	CA	C	GSC	GS	A	OTHER
Notification of Written Oral Exam form to GS	Available from Secr. GSC	X	X	X			X		
Notification of Written and Oral Exam to Committee				X			X	X	
Conduct Candidacy exam			X	X	X			*	
Notification of Results of CE to GS and GSC	Submit Original to GS Submit Yellow Copy to GSC	X	X	X	X			X	
Reformulate Reading Committee for Dissertation			X	X				X	
Approval of Dissertation Proposal				X	X			X	
Apply to Graduate (apply for commencement/degree)	By 2nd Friday of Quarter to GS	X	X	X		X		*	
Submit Final Program Plan with Advising Report	During Last Quarter to GSC	X	X	X		X		X	
Arrange for Time/Location of Oral Defense and Indicate on Draft Approval Form			X						
Draft and Draft Approval Form of Dissertation	2 weeks before defense to GS	X	X	X	X			*	
Notification of Oral Defense							X		
Conduct Oral Defense			X	X	X			*	
Report Results of Final Oral Defense	At least 2 weeks before commencement to GS	X	X	X	X			*	
Approval of Ph.D. Document	At least 1 week before commencement to GS	X	X	X	X				
Submit Needed Information from Graduating Student to GSC	Available from Secr. GSC		X						

A = Adviser
CA = Co-Adviser
C = Program Dissertation Committee

GSC = Graduate Studies Chair
GS = Graduate School
S = Student

ADVISER NOTIFICATION FORM AGRICULTURAL AND EXTENSION EDUCATION

DATE _____

STUDENT'S NAME _____

PROGRAM SPECIALIZATION _____

DEGREE _____

TEMPORARY/PREVIOUS ADVISER _____

PERMANENT/NEW ADVISER _____

SIGNATURE OF
STUDENT _____

SIGNATURE OF
TEMPORARY/PREVIOUS ADVISER _____

SIGNATURE OF
PERMANENT/NEW ADVISER _____

APPROVED

NOT APPROVED

COMMENTS:

SIGNATURE OF AEE GSC Chair _____

PhD students should select their Program Committee Chair and committee members in time to have the program planned and submitted to the AEE GSC Chair by the end of the second quarter of residency.

Copies to: Student, Temporary / Previous Adviser, Permanent / New Adviser, GSC Chair

**SPECIFICATIONS FOR PhD PROGRAM IN
AEE FORM**

The PhD advisory committee for _____ recommends:

I. That the three consecutive quarter residency requirement be fulfilled during:

1. _____ Quarter, 20____ 2. _____ Quarter, 20____ 3. _____ Quarter, 20____

II. That the courses in the major and other areas of emphasis will be:

Major Area	Hrs. of Exam ()	Minor Area	Hrs. of Exam ()
AEE			

Minor Area Hrs. of Exam ()

III. That the candidacy examination be given during the _____ Quarter, 20____

After having met in formal session on _____, the undersigned agree on the program as listed and agree to serve on the advisory committee.

<u>Committee Member</u>	<u>Exam Area</u>	<u>Exam Hours</u>	<u>Signature</u>
			Chair of the Committee
			Co-Chair (if applicable)

Student's Signature	Signature of Chair, AEE GSC
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APPROVAL CHECKLIST PhD DEGREE

Student Name: _____

_____ Program submitted to Graduate Studies Committee prior to end of second quarter of residency for Initial Approval.

_____ Program reviewed and returned to adviser.

Met	Not Met	Requirement
		110 – 120 hours of course work beyond the Bachelor's degree
		65 – 75 hours of course work for students who possess a Master's degree that has been accepted for 45 hours of credit
		Program includes the following courses:
		Foundations: AEE 800
		Core: AEE 823, 830; Advanced Evaluation Course
		Minimum of 45 credit hours complete at OSU
		Research: AEE 885, 886, 887, 888, 995, 995; 889
		Research: 6 credit hours of qualitative research
		Minimum of 10 credit hours taken over at least two quarters after passing candidacy exam
		Minimum of 135 total credit hours (course work + 999)
		Minimum of 3 of 4 consecutive (residency) quarters with an enrollment of at least 10 graduate credit hours in each of the three quarters on the Columbus campus
		Plans for meeting conditions of acceptance, if any
		Internship, if needed
		Program completed within a five-year period (post-candidacy)
		Final program submitted to Graduate Studies Committee Chair prior to beginning of final quarter of enrollment

COMMENTS:

Initial Approval Final Approval

Signature of AEE GSC Chair / Date

Signature of AEE GSC Chair / Date

Copies to: GSC Secretary; Adviser; Student

SUGGESTED DISSERTATION OUTLINE (Quantitative Study)

Use an appropriate style manual, as specified by your adviser, and the read the material at the Graduate School web site for unique requirements at OSU.

Cover Page
Table of Contents
List of Figures
List of Tables

Chapter 1--Introduction (Background, Setting, Need, Justification, and/or Significance of the Problem)

Problem Statement
Objectives, Research Questions, and/or Hypotheses
Definition of Terms
Limitations of the Study (if appropriate)
Basic Assumption (if appropriate)

Chapter 2--Review of Literature
(Sections determined as appropriate to building the theoretical framework for the study)

Chapter 3--Procedures

<u>Experimental</u>	or	<u>Non-Experimental</u>
Research Design		Research Design
Subject Selection		Population and Sampling
Outcome Measures		Instrumentation
Conditions of Testing		Data Collection
Treatments		Data Analysis
Data Analysis		

Chapter 4--Results

Findings (related to the objectives, questions and/or hypotheses)

Chapter 5--Summary/Conclusion/Recommendations/Implications

Present, in abstract form, objectives and procedures
Describe the major conclusions of the study (Conclusions are data-bound.)
Recommendations
Generalize conclusions to appropriate practice, populations and environments
Implications to existing knowledge/theory
Implications for further study

References Cited

Appendices -- Supporting Information/Documentation

Graduate Student Status beyond the Master's Degree

Under the rules of the Graduate Faculty, this statement of status must be filed before registration for the second quarter beyond the Master's degree.

To: AEE Graduate Studies Committee

I request that I be permitted to pursue graduate study beyond the Master's degree as a

_____ Regular Ph.D. student
_____ Special student

As a regular Ph.D. degree student, my plans for residency are:

_____ Quarter, 20 ____
_____ Quarter, 20 ____
_____ Quarter, 20 ____

I have requested the following three people to send recommendations:

Student signature Date

Student name, printed

To: Secretary of the Graduate School

_____ has enrolled in the Graduate School for the current quarter in the Department of Human and Community Resource Development (AEE Graduate Program) after receiving a Master's Degree from The Ohio State University during _____ Quarter, _____ (year).

His/her status should be that of a

_____ Regular Ph.D. student (residence plans as above)
_____ Special student
_____ Deny

This student's adviser will be _____

Chair, AEE Graduate Studies Committee Date

Completed copies to: Student; Graduate School; Adviser

Department of Human and Community Resource Development
Agricultural & Extension Education

**THESIS/DISSERTATION PROPOSAL
ACCEPTANCE FORM**

Title of Proposed Study: _____

Submitted by: _____

The Graduate Committee for _____ (candidate) met in formal session on _____ (date) and approved the proposed research project.

Candidate

Graduate Adviser

Date

Committee Member

Committee Member

Committee Member

The acceptability of the research study proposal is determined by the candidate's Reading Committee. The student, adviser, and the members of the committee should engage in timely discussions to maintain progress toward completion of the research project. The adviser and the student should retain a signed copy of this signed form in their files.

Individual Studies (693 or 993) Agreement

Student Name:

Local Address:

Local Phone:

Email:

Course Number

Course Title:

Call Number:

Credit Hours:

Enrollment Term:

Project Title:

Project Objectives:

Assignments to be Submitted for Grading:

Target Completion Date:

Approvals*

(Student's Signature & Date)

(Faculty Signature & Date)

(Adviser's Signature & Date)

*Signatures are required prior to the close of registration during the term of enrollment.