



**Welcome to the
Department of Educational
Psychology and Leadership Studies
(EPLS)**

**Handbook For Graduate Students and
Faculty Supervisors in:
Educational Psychology (*Special Education, Learning &
Development, and Measurement & Evaluation*) and Counselling**

~ 2008/2009 ~

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WELCOME!

Welcome to Graduate Studies in the department of Educational Psychology and Leadership Studies!

The purpose of this handbook is to help you get acquainted with the program, department and University, but it is also important to read the Calendar and visit the relevant websites regularly to ensure you have the most current information possible.

Counselling Students! Please also refer to the handbook you received during Orientation for information particular to your program and practicum.

IMPORTANT CONTACTS

Your Program Supervisor

At the time of admission you are assigned to a pro-tem academic supervisor. Thesis supervisors should be finalized within the first year of the program. If you have not been assigned a supervisor, or you do not know whom your supervisor is, please see the Departmental Graduate Advisor for your area or the Graduate Secretary. Your supervisor is directly responsible for the smooth running of your program. In this capacity, your supervisor assists you in planning a program and completing the necessary forms, ensures that you are aware of program requirements, degree regulations and general regulations of the Department and the Faculty of Graduate Studies. Your supervisor also provides counsel on all aspects of the program, and stays informed of your research activities and progress. Your supervisor will assist you in the selection of your Supervisory Committee. You are responsible for maintaining open communication with your academic supervisor, your supervisory committee, and the graduate advisor for your area through mutually agreed upon regular meetings.

Whenever you meet with your pro-tem academic supervisor, we request that you bring two important pieces of information to assist us in providing appropriate guidance: (a) your CAPP and (b) your program planning sheet used for keeping track of your program requirements and electives. The program planning sheet was provided as part of your orientation package.

Your Supervisory Committee

Your Supervisory Committee will be formed in consultation with your supervisor, based on your research interests and faculty members' areas of expertise. The supervisory committee need not be formed at the beginning of your program (unless you are a Special Arrangement or Interdisciplinary student). Once you have registered in two sessions in a 3.0 unit project, or a thesis or dissertation, a complete committee is required. You should develop your committee in consultation with your supervisor. Your Supervisory committee should consist of the following persons:

M.A. Students:

- Your Program Supervisor (s/he is the Chair of your supervisory committee); and
- One member from within the department of Educational Psychology and Leadership Studies. S/he must be familiar with your area of study / research.

M.Ed. Students:

- Your Program Supervisor (s/he is the chair of your supervisory committee); and,

- One member from either within or outside the Department of Educational Psychology and Leadership Studies. The second member will normally have considerable expertise in your area of study.

Ph.D. Students:

- Your Program Supervisor (s/he is the chair of your supervisory committee); and,
- Two other members, one must be from within the department (normally from one of the Special Education; Counselling; Learning and Development; or Measurement and Evaluation sections of the department. The other member must be from outside the department. All members must be familiar with your area of study.

In most cases, the first person you should turn to is your supervisor. Please note, if your supervisor is going to be away for more than a month, and if this absence is likely to be detrimental to your progress, an interim supervisor should be chosen. Even if your Supervisor is on study leave, s/he is still responsible for your program. Similarly, if a Committee member is to be away for more than three months, and this absence is deemed detrimental to your progress, an interim member should be appointed. In both situations, your supervisor must notify the Faculty of Graduate Studies and the Departmental Graduate Advisor for your area. The Graduate Advisor can help you find a replacement supervisor/ committee member, if requested.

Graduate Advisors

Dr. Allyson Hadwin, Educational Psychology, Special Education & PhD
MAC A461, 721-6347, hadwin@uvic.ca

Dr. Tim Black, Counselling
MAC A463, 721-7820, tblack@uvic.ca

The EPLS Graduate Advisors' role is to serve as the liaison person between the Department and the Faculty of Graduate Studies. The role of Advisor is multi-faceted and ranges from making recommendations for admission and financial awards, to ensuring that students know where to go to obtain the correct information. The Graduate Advisors are responsible for ensuring that you receive proper supervision and that the regulations and requirements of the Faculty of Graduate Studies are met. The Departmental Graduate Advisors are the official representatives of the Department to its graduate students.

In most cases, you would seek out a Graduate Advisor to discuss general issues (e.g., financial assistance or problems that require mediation, such as a conflict with your Supervisor) related to your program AFTER you have met with your assigned Supervisor.

Departmental (EPLS) Chair

Dr. John Walsh, Chair

MAC A443A, 721-7760,
eplschr@uvic.ca

Zoria Crilly, Assistant to the Chair

MAC A443, 721-7760,
edpsych@uvic.ca

The Chair is responsible for the smooth running of Department of Educational Psychology and Leadership Studies. He is available to meet with Graduate students to discuss concerns related to academic matters, and regarding grade appeals. Please make appointments with the Chair by speaking with his assistant.

Graduate Programs Administrative Staff

Sarah Osika, Graduate Secretary
Ed Psych/Counselling

MAC A453, 721-7883,
eplsgrad@uvic.ca

The Graduate Secretary, or Graduate Programs Assistant, is probably the person you will see the most. She has all the necessary forms that you need to complete and processes all of these forms (e.g., Registration Forms, Graduate Course Change Forms (Add/Drop), Pro Forma Course Forms, Program Planning Forms, Request for Oral Examination Forms, etc.). In most cases, you would go to the Graduate Programs office for general information, forms, and for processing of the necessary documents. She is also responsible for TA appointments, AIS distribution, and annual awards.

Liz Currie, Administrative Officer

MAC A443B, 721-7866,
lcurrie@uvic.ca

Liz is responsible for the course scheduling, departmental budget, sessional appointments, and ensuring the department is in line with University procedures and regulations.

**Diana Rutherford &
Karen Erwin**, Department Secretaries

MAC A445, 721-7799,
eplsdept@uvic.ca; epls2@uvic.ca

You would see Diana and Karen for information on payroll and timesheets, to pick up cheques and year-end forms (e.g., T4s and T2202As), to book counselling observation rooms and to order supplies if you are a research assistant.

Faculty of Graduate Studies Contacts

Dr. Aaron Devor, Dean of Graduate Studies

Kimberly Eden, Assistant to the Dean

Dr. Gweneth Doane, Associate Dean

Dr. Patricia MacKenzie, Associate Dean

Carolyn Swayze, Scholarships / Administrative Officer

In most cases you will not have a great deal of contact with the Dean or the Associate Deans. However, students may make an appointment with the Dean or Associate Dean if they have concerns regarding their graduate studies. For more information on who to contact in which circumstances you should speak to your supervisor or the graduate secretary or consult the Faculty of Graduate studies website at <http://web.uvic.ca/gradstudies/>.

Graduate Admissions & Records Staff

Angela Katahan , Director	721-7975, akatahan@uvic.ca
Bert Annear , Adm & Rec Officer	472-5238, bannear@uvic.ca
Yvonne Moore , Adm & Rec Officer	721-8716, yemoore@uvic.ca
Tricia Charlton , Adm & Rec Officer	472-5057, tricia@uvic.ca
Monika Karmelita , Education Clerk	472-5419, grad6@uvic.ca

Most of the contact that you will have with the Graduate Admissions and Records office will be with Monika Karmelita regarding the processing of necessary forms. In most cases, the Graduate Secretary will forward completed forms to the Graduate Admissions and Records office, but in some cases you will need to actually contact the office yourself (e.g., registration or fee problems). Any questions regarding your fees should be addressed to the Graduate Admissions and Records Office. Please ensure that any changes in address and telephone number are made promptly to your university student record by visiting the uSource website at <http://www.uvic.ca/current/>

If you have a problem or concern...

Depending on the nature of the academic matter of concern, the order in which you would normally seek assistance or redress is:

- Your Program Supervisor;
- Departmental Graduate Advisor for your area;
- Departmental Chair;
- Dean of the Faculty of Graduate Studies;
- The Senate.

If the problem is related to a specific course, the first person you should contact is the course instructor.

In addition, you may wish to consult the UVic Students' Society Ombudsperson (Room B205, Student Union Building, 721-8357; e-mail: ombuddy@uvic.ca), the Graduate Students' Society Executive (Centre for Graduate Students, 472-4543), or the Association for Graduate Education Studies (AGES) which is a student-run association within the Education faculty. For more information on AGES please contact ages@uvic.ca.

GETTING STARTED

Reminder: Calendar information on policy and procedure provided in this section is meant as a guide. For the most current information you should consult the current calendar and the Faculty of Graduate studies website.

Academic Calendar

<http://web.uvic.ca/calendar2008/>

Faculty of Graduate Studies

<http://web.uvic.ca/gradstudies/>

NetLink ID & uSource

All students must register for a NetLink ID as soon as possible. This will give you a UVic email address, give you remote access to UVic servers and most importantly, allow you access to uSource. uSource is where class registration occurs, class schedules are available, personal information can be changed, account balances are displayed, employee (TA/RA/Sessional) information/pay stubs are stored and much more. Please let the graduate secretary know your UVic email address. When professors want to contact you, they will contact you at your UVic email address.

Netlink

<http://netlink.uvic.ca/>

uSource

<http://www.uvic.ca/current/>

Mailing Lists

At the beginning of your program your email will be entered into the listerv (mailing list) for your program. This is our way of being able to communicate important program-specific information to all students at once. Please ensure the graduate secretary email address (eplsgrad@uvic.ca) is entered into your address book to prevent messages from going into your Trash or Spam.

Tuition and Program Fees

Graduate tuition is set by the Faculty of Graduate Studies each year. For the most up-to-date information you should refer to their website. If you are attending full-time (enrolled in at least 3.0 units of coursework OR a thesis/dissertation (ED-D 599/699) you pay a full fee installment. If you are registered part-time (less than 3.0 units of coursework) you pay a half fee installment. All Master's programs require you to pay five full fee installments by the end of your program. All PhD programs require you to pay seven full fee installments by the end of your program.

If you continue attending after your fifth (Master's) or seventh (Doctoral) full fee installment is paid you will be charged for an additional full fee installment for you next full-time term (Master's) and next two full-time terms (Doctoral). Beyond this you are charged re-registration fees per term, which are roughly half the price of the full fee installment price. You are charged re-registration fees until you meet your time limit for completing your degree, which is five years for Master's students and seven years for Doctoral students; beyond this prices return to the full fee installment price (assuming you have been granted an extension by the Dean of Graduate Studies).

In addition to the regular tuition, on-campus students are charged ancillary fees for the following:

- GSS membership
- UPass Bus Pass
- Athletics/Recreation membership
- Extended Health (optional)
- Dental Plan (optional)

Beginning in September 2009 the Counselling program will also be subject to an additional \$350/term (full-time for 6 terms) or \$175/term (part-time for 12 terms). The program fee is applied to the costs of providing high-quality practicum, arranging for practicum sites, supervision hours and upkeep of recording and monitoring equipment.

Tuition and Fees

<http://registrar.uvic.ca/grad/continuing/fees/tuitionandfees.html>

Financial Assistance and Opportunities

All students with a minimum GPA of 7.0 on their last two years of undergraduate study are considered for a University of Victoria fellowship upon admission to their program. Fellowships and University of Victoria Awards are distributed based on academic merit and are often renewable for one or more years, depending on your program. This is always subject to maintaining a 7.0 GPA in your graduate work, department approval and availability of funding. Refer to your funding letter for conditions and renewability.

Many other awards and scholarships, private and University-managed, come available prior to the beginning of the school year. The graduate secretary will contact all students, via the listserv, when such opportunities come up. They often have varying deadlines, requirements, application procedures and amounts. The website where departmental awards announcements will appear is listed at the end of this section, as is the Student Awards and Financial Assistance webpage.

External funding opportunities, travel grants, internships, private job postings, conferences, calls for papers and so forth will be distributed to students as these come to the attention of the Graduate Secretary as well as displayed on the bulletin board outside of her office. Students are encouraged to explore private funding opportunities as well.

Teaching assistantships and research assistantships are available each year. The procedure is to file your current CV with Pamela Nielsen, Administrative Officer. Students should also contact faculty members and instructors who may require TAs or RAs. Students who take ED-D 570 (Instruction and Technologies to Promote Self-Regulated Learning and Strategy Use) are eligible to TA ED-D 101. Counselling students who complete ED-D 524 (Facilitation of Counselling Practicum) will work with the 414 and 417 instructors in a student mentorship role. For more information on ED-D 570 please contact Dr. Allyson Hadwin (hadwin@uvic.ca). For more information on ED-D 524 please contact Dr. Tim Black (tblack@uvic.ca).

Government student loans and bursaries are managed by Student Awards & Financial Assistance.

Student Awards & Financial Aid

<http://registrar.uvic.ca/safa/index.html>

EPLS Awards Announcement Webpage

<http://www.educ.uvic.ca/epls/AwardsandFundingOpportunities.htm>

Time Limits and Withdrawals

Master's students have five years to complete their degree; doctoral students have seven years. This "clock" runs from the first term in which you are admitted onwards. If you take a term off the clock does not stop.

If you need longer than this amount of time to complete your degree you should liaise with your supervisor to develop a plan and timeline. Your supervisor will need to request an extension by writing a memo to the Dean of Graduate Studies. Typically, extenuating circumstances are required.

Students are entitled to terms off through temporary withdrawal. As a graduate student you must either register in courses or temporarily withdraw each term. Failure to do so will result in you being 'Withdrawn without Permission'. In order to get back into your program you will need to apply for re-instatement which is a costly and formal process involving the Dean of Graduate Studies. Master's students are entitled to three temporary withdrawal terms. Doctoral students are entitled to six temporary withdrawal terms.

If you believe you will need more terms off than you are entitled to you will have to either 'Temporarily Withdraw with Permission' (temporary medical, family or compassionate reasons) or 'Withdraw with Dean's Permission' (students who wish to withdraw indefinitely in good standing). Readmission to your program following 'Withdrawal with Dean's Permission' is not guaranteed and requires the approval of both the department and Faculty of Graduate Studies. If you are considering any form of withdrawal you should first liaise with your supervisor.

Your Academic Program

Program planning sheets are available as appendices to this handbook. Please note that if you began in the MA or MEd in Counselling prior to September 2008 your program is different. You may contact Sarah Osika for more information on this. If you are enrolled in a Ph.D. program, please refer to the appropriate section of this manual for additional information regarding candidacy examinations and the oral defense of the dissertation.

Please note, a FULL TIME graduate student is defined as a person who is

- (a) enrolled in courses totaling a minimum of 3 units for a single term in the Winter Session (September to December OR January to April) OR Summer Session (May to August)
OR
- (b) registered in a dissertation (ED-D 699), thesis (ED-D599), or project (ED-D 598) (if 3 units) in a term.

Minimum degree requirements for a Master's degree varies depending on your program, though each culminates in either a final project and comprehensive exam or a written thesis and formal oral defense. Minimum degree requirements for a Ph.D. degree is 15.0 units of course work, plus 30.0 units dissertation and formal oral defense. You should speak to either your supervisor or the graduate secretary to go over your program requirements if you are unaware of them.

Students are allowed to take courses at other institutions for transfer credit through the Western Deans' Agreement. This agreement allows for reciprocal enrichment of Graduate programs in Western Canada. Permission must be obtained from the Dean of Graduate Studies and must be approved by the department. Your first point of contact should be your supervisor.

Western Deans' Agreement Information

<http://registrar.uvic.ca/grad/admission/special/westerndeans/WesternDeansAgreement.html>

Curriculum Advising and Program Planning (CAPP) Report

The Curriculum Advising and Program Planning (CAPP) report is the definitive document that will mark where you are in your program and what requirements you have completed and have left to complete. You can obtain an up-to-date CAPP form from the graduate secretary at any point during your academic career for information purposes or to make program changes in consultation with your supervisor.

Allocation of cross-listed courses, free elective acceptability, and individual course/program substitutions and waivers will require manual intervention and this is accomplished on a CAPP form. All new students are

required to sign a CAPP with their supervisor in the first term of study in order to have their program approved by the Faculty of Graduate Studies. Failure to do so can result in not being authorized to register for the next session.

It is possible to take undergraduate courses (300 or 400 level) in your MA/MEd program. The assumption is that such work is necessary for the academic viability of the graduate program. Doctoral programs do not typically include undergraduate courses. A maximum of 6.0 units may be taken at the undergraduate level each of which must be approved by your supervisor.

Students often want to include courses from other departments (e.g., psychology, child and youth care) in their program. It should be noted that some departments will NOT permit students from other departments to take particular courses. Students should consult their supervisors prior to registration to ensure the course meets the Supervisors' approval. To register, students must complete a Graduate Course Change Form (Add/Drop) and obtain the signature of the instructor. Once signed, the form is to be forwarded to the Graduate Secretary who will obtain the Graduate Advisors' signature and forward the form to Graduate Admissions and Records for registration into the course.

Registration

Registration occurs twice a year, in March/April for the summer semester and in June/July for the fall and winter semester. Students are not required to pay any deposit prior to registering and will be automatically eligible to register each term until they graduate, providing they do not have any holds on their account. A 'Hold' may be financial or academic. Using uSource to check registration status will tell students if they have any holds on their accounts. Following a term of temporary withdrawal, students will automatically be eligible to register for the next term.

If a student holds a University of Victoria fellowship or award, or any other major award, one of the conditions is often full-time enrollment. You should check the conditions of your award before temporarily withdrawing.

Courses outside of Educational Psychology and Leadership Studies, and undergraduate courses must be approved by your supervisor and done on a Graduate Course Change Form (Add/Drop).

Graduate Steps to Register

http://registrar.uvic.ca/grad/registration/grad_steps_to_register.html

Directed Studies Courses

To undertake a Directed Study, you should first discuss the nature of the course with your supervisor, to ensure that there is agreement that the course can be included in your program. You should then contact the potential instructor regarding availability, nature of the course (e.g. unit value, assignments, curriculum, etc.). In conjunction with the instructor, you must complete the 'Proposal for Pro Forma Course Offering' form and ensure the instructor, graduate advisor, your supervisor and yourself have all signed it.

The Pro Forma should be submitted well before the deadline for adding courses as delays often occur in the processing of such forms.

Grades

For graduate courses in the department of Educational Psychology and Leadership Studies, the following grading schedule, descriptors, and point values have been adopted.

Final letter grades will be based on the following scale:

A+	95-100%	9 points	Unusually superior scholarship, incorporating originality, complete mastery of subject matter.
A	90-94%	8 points	Superior scholarship showing complete comprehension and synthesis of the subject matter.
A-	85-89%	7 points	Excellent scholarship showing complete comprehension and sound application of information.
B+	80-84%	6 points	Very good scholarship showing sound comprehension and good application of subject matter.
B	75-79%	5 points	Satisfactory scholarship, some lack of comprehension and application of subject matter.
B-	70-74%	4 points	Marginal graduate performance, noticeable gaps in knowledge or ability, concerns about understanding and competency.

If you receive a grade below B your performance must be reviewed by your supervisory committee and a recommendation made to the Dean of Graduate Studies concerning your continued participation in the graduate program. Similarly, if you achieve an overall GPA below 5.0 (B) your performance must be reviewed.

Please note that a grade of N is given if a student does not write the examination or otherwise complete course requirements by the end of the term or session, and is not expected to complete the course. This is a FAILING GRADE. However, Graduate Studies does allow a grade of 'Incomplete' in special circumstances on permission of the Dean. An 'In Progress' grade implies that the course is expected to continue for more than a term. Such courses include the Project, Thesis, Dissertation, Comprehensive Exam and practicum.

THESIS, DISSERTATION AND PROJECT

Your Thesis/Dissertation (MA & PhD Students)

The following schedule may assist you in planning your thesis. Since students proceed at different rates, the schedule is not by month, but rather by event. Remember, you **MUST** register in ED-D 599 THESIS in the term in which you will complete your program of studies. (You will usually register for your thesis for several terms before you complete it.)

The Faculty of Graduate Studies specifies strict deadlines that must be followed regarding the submission of the thesis in order to convocate. Contact the graduate secretary when you are finishing up your thesis so that she can inform you about important deadlines and milestones you must meet.

NOTE: UVic Counselling Services offers group counselling for Graduate students who are having difficulties starting or completing their thesis or dissertation. For further information, contact Counselling Services (721-8341), Room 135, Campus Services Building (next to the bookstore, facing Ring Road).

All students are required to comply with the guidelines for thesis/dissertation outlined in the manuscript *Guidelines For The Preparation Of Master's Theses And Doctoral Dissertations*. A link to the guidelines are available at the end of this section. Please ensure you utilize the most recent edition. Do not rely on copies given to you by other students as they may not be the most recent.

Ready to begin your thesis? Here is our step-by-step guide to proceeding:

Form a committee	This should be done in consultation with your supervisor. Your committee should consist of your supervisor and one member from the Department of Educational Psychology and Leadership Studies. You should NOT approach Faculty members for inclusion on your committee until you have determined your basic area of research and formulated a general research plan. Your supervisor and/or Graduate Advisor has a list of Graduate Faculty Members and a list of Faculty of Education members and their current research and professional activities, that may assist in the selection process.
Refine your research topic	Refine your research topic, defining specific research topics/questions.

	Involve your supervisor, committee members and, if necessary, other faculty members with specific expertise (e.g., in research methodology).
Prepare your research proposal	Discuss with your supervisor the format for your proposal. There is wide variation among supervisors, as to what should or should not be included in a proposal. Generally the proposal should contain a statement of the problem, purpose of the study, general procedures, scope and limitation of the study, research questions, definitions, literature review and a detailed description of the methodology. Copies of all research instruments and interview protocols should be included, if appropriate.
Submit your proposal	Submit your proposal to your supervisor for approval (allow 2 weeks minimum for review). After approval, circulate to other committee members for approval. Allow faculty members a MINIMUM of 2 weeks to review the proposal before scheduling the proposal meeting.
Thesis Proposal Meeting	After receiving approval from ALL COMMITTEE MEMBERS, schedule your Thesis Proposal Meeting in consultation with your supervisor. Ensure all members are available. Contact the graduate secretary to book a room for it and any equipment you might need (e.g., projector, laptop, etc.). Complete any revisions and have them approved prior to moving on to the next step.
Apply for Ethics Approval	Apply for approval of research by the HUMAN RESEARCH ETHICS BOARD (HREB), if research involves human subjects. Copies of the forms are available from the Office of Research Services (University Centre, Rm A240). It can also be downloaded

	<p>electronically from the UVIC Research Services website. A link is available at the end of this section. Use the checklist prepared by the office of Research Administration to ensure all the necessary information is included in the application. Missing information will delay the granting of approval. If research will be in the schools, a copy of your request to the school board and school must be included in your application to the Human Research Ethics Board. Approval of research from the Human Research Ethics Board MUST be obtained PRIOR to obtaining permission from parents, children, and/or other participants (see below).</p>
<p>Obtain any additional consent as required.</p>	<p>If necessary, obtain any necessary approvals from (1) School District, (2) principals of participating schools, (3) parents (for subjects under age 18), (4) children, and (5) other agencies or groups. Forms (for 1 and 2) are available from the graduate secretary. Parental and other consent forms must be developed by the student. Only after receiving approval from HREC, School Districts, participating schools or other participating agencies, and/or parents/children, can the student begin the data gathering process.</p>
<p>Gather and Analyze Data</p>	<p>Do this in collaboration with your supervisor. As each project is different you should be consulting with your supervisor regularly during the course of your research.</p>
<p>Prepare Draft of Thesis</p>	<p>After data gathering and analysis, the draft of the thesis can be prepared. Ensure correct style (APA) is utilized (refer to '<i>Publication Manual of the American Psychological Association</i>'). Use the 'Theses & Dissertations: Start to Finish' guidelines available at the end of this section. Check with your supervisor if you are unsure about anything regarding your research or</p>

	<p>format of thesis / dissertation. When the initial draft of your completed thesis / dissertation is in acceptable form it should be submitted to your supervisor. Allow your supervisor a MINIMUM of 2 weeks to review the draft.</p>
<p>Submit your Final Draft</p>	<p>Submit your complete final draft, approved by supervisor, to your committee. Some students, in an attempt to save time, submit the manuscript to the committee members at the same time that it is submitted to the supervisor, but this is NOT a good practice. Get approval first to save you possible greater delays. Allow committee members a MINIMUM of 2 weeks to review the final draft.</p>
<p>Set a Date / Time for your Oral Defense and Fill out a 'Request for Oral' form</p>	<p>Inform the graduate secretary of the status of your thesis / dissertation and either complete a 'Request for Oral Examination (RFO) Form', available from the graduate secretary (or ask her to complete it for you if you are not on campus regularly). This form is also available on the forms website linked to at the end of this section. <u>The RFO form must be submitted to Graduate Studies with one unbound copy of your thesis 20 working days prior to the commencement of your oral. (PhD candidates must submit the Request for Oral to Graduate Studies 30 working days prior to the commencement of their defence and provide 2 unbound copies of their dissertation.)</u> Attach a copy of your approval or waiver form from the Human Research Ethics Committee if your thesis / dissertation involves human subjects. Your supervisor will provide the name of a suitable External Examiner which is to be included on the RFO form. Once you establish a date and time that is convenient to all committee members and External Examiner, notify the Graduate Secretary who will book a</p>

	<p>room and any equipment you require for your defence. Obtain all required signatures and return the form to the Graduate Secretary who will ensure the <i>Request for Oral</i> is complete and various administrative details are taken care of. Please note: The Dean of Graduate Studies will appoint a Chair of the Oral Examination.</p>
<p>Send a copy of your thesis to the External Examiner</p>	<p>An approved copy of the final draft must be sent/delivered to the External Examiner. A copy must also be available to the Department upon request (a PDF is acceptable). (For PhD candidates, Graduate Studies sends a copy of the final draft to the External Examiner; please ensure they receive TWO copies of your dissertation).</p>
<p>Apply to Convocate (note deadlines)</p>	<p>If you have not already done so, APPLY TO CONVOCATE at Graduate Admissions and Records. <u>You must apply to convocate prior to your defence regardless of your intentions to attend the Convocation ceremony.</u> The deadline for the June convocation is December 1. The deadline for the November convocation is July 1. You can pick up a form from the graduate secretary or at Graduate Admissions & Records. A link to the forms website is at the end of this section.</p>
<p>Defend your thesis</p>	<p>Defend your thesis in an oral examination. The graduate secretary will provide your supervisor with a 'Letter of Recommendation', final CAPP report and 'Thesis/Dissertation Approval Form' for all committee members and the external examiner to sign.</p> <p>NOTE: The oral examination is open to the public. A <i>Notice of Examination</i> is sent to each academic department prior to the date of the examination.</p>

	<p>Students are encouraged to attend an oral examination of another student prior to their own examination in order to be familiar with the procedure. Exam dates are always posted outside the Graduate Programs Office (A453).</p> <p>It is the responsibility of all committee members to be present at the oral examination. If a committee member cannot attend the oral it is their responsibility to find a qualified substitute, to request special permission from the Dean of Graduate Studies, and to furnish the Dean and another committee member with a list of questions to ask at the Oral Defense and comments on the written Thesis/Dissertation. With care in scheduling, this problem should not occur.</p>
<p>Complete Revisions and Submit Final Copies of Thesis/Dissertation</p>	<p>Complete changes or revisions to the final draft as outlined by your examining committee. You must submit a final copy (on CD-rom is acceptable) to Graduate Studies and a digital copy to DSpace in the MacPherson library. The digital copy will be searchable by students and faculty at UVic. After a certain period of time it will be searchable by those at other universities as well. Contact the library for more information on DSpace.</p> <p>You have not completed all the requirements for your degree until you have delivered the required copies of the thesis/dissertation and all required forms IN PERSON to the Graduate Admissions and Records Office --- and they have been accepted. In order to be accepted, your thesis/dissertation must be in its final form (including all corrections required AFTER the oral examination), and you must have all the required original signatures on the <i>Thesis/Dissertation Approval Form</i>. Your thesis/dissertation must contain all</p>

	<p>necessary charts, tables, illustrations, appendices, etc. If you choose to bring a paper copy it must be unbound. Again, a CD-rom is acceptable.</p>
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The original signatures required are as follows:

- a) those of the Examining Committee on the Thesis/Dissertation Approval Form,
- b) the student's on the Partial Copyright License,
- c) the student's on the Thesis/Dissertation Withholding Document (if this is used),
- d) the student's on the "Non-Exclusive License to Reproduce Theses" form from the National Library of Canada (permission to microfilm).

If any of these signatures are missing, the thesis/dissertation cannot be accepted by the Graduate Admissions and Records Office. Thus, it is vital that students submit the final copies in person. You are responsible for checking the final copy to ensure that it conforms to the required format standards. These standards are detailed in the following sections. You must also ensure that all copyrighted materials used have the appropriate authorizations.

The final copies must be submitted to the Graduate Admissions and Records Office by April 30 for June convocation and August 30 for November convocation. These deadlines are FIRM so it is best to aim for a week or two ahead in case there are any delays.

Microfilming copy of Thesis/Dissertation

All Doctoral students, and Master's students who elect microfilming are required to provide a second original of the thesis or dissertation. This second copy may be submitted in an approved digital format. Original paper copies of the title page, abstract, and the National Library form will be required with theses/dissertations submitted on diskette. Master's students are encouraged to have their theses microfilmed. Microfilming will allow their work to be read by a greater audience and will also result in publication of an abstract in Master's Abstracts International.

Theses & Dissertations: Start to Finish

<http://web.uvic.ca/gradstudies/research/thesis.html>

UVic Research Services

<http://www.uvic.ca/research/>

Graduate Admissions & Records – Forms

<http://registrar.uvic.ca/grad/continuing/forms/GraduateAdmissionsandRecords-Forms.html>

Your Candidacy (PhD Students Only)

Doctoral students must register and pursue studies under the direction of the assigned supervisor as a full time student for at least 2 winter sessions; this requirement should be undertaken upon first registration in the program and must be met within 36 consecutive months after the date of first registration.

All students are required to take ED-D 660 (Doctoral Proseminar). The Proseminar may be taken in either the first or second year of Ph.D. studies, at the discretion of your Supervisory Committee. In addition, the student will be required to take 4.5 units of research methodology courses. The Supervisory Committee will determine the complete program of study in consultation with you (MINIMUM of 15 units of course work and 30 units of dissertation). Your program must be approved by the end of the first session in which you are enrolled). For further information on requirements for the Ph.D. please refer to the document entitled *Ph.D. Program in Educational Psychology: Departmental Guidelines* available from the Graduate Secretary or the Graduate Advisor.

Your Candidacy Examination(s) must be undertaken not less than six months, or more than two years after admission, and not less than six months before the final (oral) examination of the dissertation. The purpose of the candidacy examination is to test the student's understanding of material considered essential to completion of a Ph.D. and/or the student's competence to do research which will culminate in the dissertation. The candidacy examination may be written, or oral, or both at the discretion of the department. The candidacy examination is a requirement of the Faculty of Graduate Studies and cannot be waived by any department.

It is the policy of the Department

1. that, normally, the candidacy examination will not be undertaken until all course work (with the exception of internships) has been completed.
2. that the candidacy examination will consist of two written examinations, followed by an oral examination.
3. that the focus of one of these written examinations will be on research methodology and the second one will be on the candidate's area of specialization (for example, learning and development) within educational psychology.
4. that an oral examination will follow the written examinations in which the candidate will be examined in both research methodology and his/her area of specialization.
5. that the manner of grading candidacy examination is (a) Clear Pass; (b) Marginal Pass; (c) Retake (either specific question(s) or overall examination); or (d) Fail;
6. that, if an examination is failed, the Committee will determine whether the student may undertake further preparation and repeat the examination (within the two-year maximum), or whether it should be recommended to the Dean of Graduate Studies that the student be required to withdraw.
7. that, when the examination has been passed, the Supervisor will notify the Faculty of Graduate Studies of the student's candidacy for the Ph.D. degree. The memorandum MUST be signed by all members of the Supervisory Committee.

Your Project (MEd Students)

Students enrolled in the Masters of Education Program are required to complete a project, rather than a thesis. The project is normally treated as a "course". You will be assigned a project instructor/supervisor, who will assist you in developing your project. Schedules and timelines vary by program and year. Please check with your supervisor regarding how your Project course will be run.

All M.Ed. students are required to complete a 'Comprehensive Examination' (rather than a thesis defense). The examination will be held, in consultation with the academic supervisor, within one month of completion of ALL course work required for the M.Ed. degree, including completion of the project. The examination format may be either written or oral, as decided upon by the supervisor in consultation with the candidate. Notification of these procedures will be given to the candidates at least two months in advance of the examination. In either examination format, evaluation will be conducted by the members of the student's supervisory committee.

The Comprehensive Examination will cover all elements in the M.Ed. program, including the project. It is NOT an examination of the project only. The examination is typically concerned with the following areas of knowledge:

1. practices, concepts and theories in counselling or educational psychology;
2. professional issues in counselling or educational psychology; and
3. resources available to counsellors and educational psychologists.

Normally, the examination will be conducted at a time and a place designated by the supervisor. Two to five weeks lead time is required to find a time and date suitable to all involved.

NOTE: The oral examination is open to nonparticipating observers with the permission of the examination chairperson. Observers are not allowed to examine the student.

The supervisory committee, after completion of the Oral Examination will recommend one of the following results (see Page 30 in the Graduate Studies Calendar for further information):

1. that the independent research work is acceptable AND the oral examination/defense is acceptable;
2. that the examination be "adjourned"; or
3. failure.

Code of Ethics

While in their program of study, graduate students in the Department of Educational Psychology and Leadership Studies are expected to adhere to a professional code of conduct for the basis of their relationships with peers, faculty, and the students and clients they serve (i.e., in practicum placements). Students will be subject to the provisions of the ethical guidelines of their

respective professions. For example, counselling students are to adhere to the *Guidelines for Ethical Behaviour of the Canadian Counselling Association*. Students in school placements are also subject to the provisions of the *School Act*. Any student may be required to withdraw from a practicum for violation of any part of the applicable guidelines. It is the responsibility of the student to understand the provisions of these guidelines. Students who need clarification should ask their practicum supervisor, program supervisor, or placement supervisor for an interpretation. Students may also be required to withdraw from their program when ethical, medical or other reasons interfere with satisfactory practice in their respective professions.

STUDENT LIFE

Graduate Student Services

Most of the services you will utilize are located in University Centre. The second floor harbours Graduate Admissions & Records, Student Awards & Financial Aid, and Accounting. This is where most of your academically-related questions can be answered.

In addition to academic student services there are a number of services available to UVic students, including career services, counselling, child care, residences and off-campus housing listings, interfaith chapel bookings, and student employment.

Graduate Admissions and Records

<http://registrar.uvic.ca/grad/index.html>

Student Awards & Financial Aid

<http://registrar.uvic.ca/safa/index.html>

Accounting

<https://web.finance.uvic.ca/>

Student Services (all services are listed on this page)

<http://stas.uvic.ca/>

Graduate Student Society

The Graduate Student Society offers a number of services to graduate students, including running the extended health and dental plans (optional), political advocacy, clubs, food services, and international work experience programs. The GSS also has a departmental grant and travel grants that you can apply for during the course of your study. They offer advice to students regarding financial aid, hold graduate student socials, can book rooms for meetings and study sessions and are overall a great resource while you are at UVic.

The GSS is run by graduate students and they hold elections each year to form the executive council. They are located in room 102 of the Graduate Students' Centre.

Graduate Student Society

<http://gss.uvic.ca>

Campus Security

Campus Security is located next to the bus loop outside of the Bookstore. Parking Services is located in the same building. Campus Security is responsible

for alarm response, crime prevention, notification of current scams, direct dial phones (found around campus that links directly to Campus Security), lost and found, first aid training, medical emergencies, personal security, and Safewalk and Campus Alone. Safewalk is a service whereby you would contact Campus Security from an escort from any building on campus to the bus loop, parking lot or other campus building. Campus Alone is a service whereby a member of the security team will check on students or staff working alone on campus.

24 Hour Emergency Line / SafeWalk / Campus Alone: 250-721-7599
Non-Emergency Phone: 250-721-6612

Campus Security Services
<http://web.uvic.ca/security/>

Student ID Kiosk & UPass

Located in University Centre on the ground floor is the Student ID Kiosk. This is where you go to get your student card. To avoid big line-ups you should try to avoid the first two weeks of each term. The student ID doubles as your library card and your UPass (bus pass). As a part of your ancillary fees, for on-campus students, you automatically qualify for a UPass. Each term, after registering, you must go back to the Student ID Kiosk to have your UPass activated for the next year.

You can opt out of the UPass if you are only taking courses off-campus or have a disability that prevents you from riding the bus. If you are temporarily withdrawn you do not have to pay ancillary fees and therefore you are not eligible for UPass.

Lost cards can be replaced for a \$15.00 fee. Confiscated cards can be replaced for a \$30.00 fee. If your card is confiscated three times (for misuse of UPass, library privileges, or 'student' status) it can not be replaced a third time.

Student Cards
<http://www.stas.uvic.ca/photoid/studentcards/>

Library

The McPherson library (main library) is located directly across the open green area behind MacLaurin 'A' building. In addition to this library, there are also the Curriculum Library (in MacLaurin 'A' building) and the Diana M. Priestly Law library (in Fraser building).

Your student ID card is your library card. Regular loans for graduate studies are for entire terms, September to April, and May to August. You can take out up to 200 items at a time. Reserve item borrowing periods are markedly shorter, ranging from two hours to three days. Ensure you are aware of how long your borrowing period is, because late fees are often charged by the hour. Check with each specialty library (e.g., Curriculum library) individually about the terms of borrowing. You can view your library account through uSource.

Journals, periodicals and searchable online databases are available through the library website. In many cases full-text PDFs are available online.

Interlibrary loans are done through the library website. If the book or journal you are looking for exists in a partnering university or collection, the library staff are usually able to get it for you. Ensure you order interlibrary loans early as delays can often occur in processing.

There is an online "Ask Us!" service whereby you can ask librarians questions and receive assistance almost instantaneously.

Library Gateway

<http://gateway.uvic.ca/index.html>

Athletics and Recreation

As part of your ancillary fees you pay an athletics & recreation fee. This allows you to use the gyms, pool, indoor services (weight room, racketball, etc.) and outdoor services (fields, track, etc.). You also have access to sports club, intramural sports, and instructor-led classes (dance, martial arts, etc.). Some classes charge an additional cost.

Varsity teams exist for sixteen different sports. To become a part of a varsity team you need to try out at the beginning of the school year. You should contact varsity coaches directly if you are interested in this.

Children's summer camps are run each summer. Through Athletics & Recreation they offer a number of sport-themed day camps. There are other camps available on campus (science exploration, etc.), for school-aged children.

Athletics and Recreation

<http://athrec.uvic.ca/>

Bookstore

The University of Victoria bookstore is located by the bus loop and Campus Security. Texts required for courses are listed on their website and are available to order and ship or to pick up in person. Following each term you have the option of returning your text for a portion of what you paid back, assuming the textbook is being used again in the next term.

The bookstore also has a range of UVic paraphernalia, clothing, gifts, greeting cards, stationary and magazines.

UVic Bookstore

<http://www.uvicbookstore.ca/>

Student Union Building (SUB)

The Student Union Building (SUB) houses a number of shops, organizations and food services, including CFUV Radio, Cinecenta movie theatre, Martlet University newspaper, Native Student Union, SUBtext (used textbook store), UVic Student Society, Zap Photocopying and Binding, TravelCuts, a pharmacy and chiropractic service, and the Women's Centre.

There is also a pub (Felicitas), cafés (Bean There and Munchie Bar), and two take-away diners.

Student Union Building

<http://www.uvic.ca/buildings/sub.html>

Food and Drink

There are a number of places on campus where you can find food and drink. The Student Union Building (SUB) has a number, there is a cafeteria in the residences that is available to anyone, a vegetarian/vegan restaurant just behind the SUB near the residences, in University Centre, and the Graduate Student Lounge (IQ Bistro).

Additionally there are smaller cafés that offer drinks and snacks and some take-away food such as sandwiches and soup. MacLaurin 'A' Building, Fraser Building, McPherson library and the Engineering lab wing all have food outlets.

Food Outlet and Hours

<http://www.hfcs.uvic.ca/food/outlets.php>

Theatre and Cinema

The UVic Theatre department regularly puts on professional performances in the Phoenix Theatre on campus. There are discount rates for students but these performances fill up very quickly so book well in advance.

Cinecenta is a not-for-profit movie theatre on campus that runs out-of-theatre movies. There are special showings on weekends for families. Prices are quite reasonable and they often have 2-for-1 coupons out for their shows.

Phoenix Theatre

<http://finearts.uvic.ca/theatre/index.shtml>

Cinecenta

<http://www.cinecenta.com>

APPENDICES

Attached are copies of the program planning forms for each program in Educational Psychology and Leadership Studies. If you have commenced the Counselling program prior to September 2008 please note that your requirements are different. You should contact Sarah Osika (eplsgrad@uvic.ca) for clarification if needed.

Graduate Counselling Program (Sept 2008 Onwards)
(MA and MEd)

Course			Unit Value	Term/Year
ED-D	503	Program Development & Evaluation	1.5	_____
ED-D	514	Assessment in Counselling	1.5	_____
ED-D	518	Advanced Seminar in Theories of Counselling Psychology	1.5	_____
ED-D	519C	Ethics and Legal Issues in Counselling	1.5	_____
ED-D	519H	Career Development and Counselling Across the Life Span	1.5	_____
ED-D	519L	Group Counselling	1.5	_____
ED-D	519N	Diversity, Culture and Counselling	1.5	_____
ED-D	522	Skills and Practice for Counselling	3.0	_____
ED-D	523	Internship in Counselling	3.0	_____
ED-D	561A	Methods in Educational Research	1.5	_____

MEd ONLY

ED-D	519A	Seminar in Child & Adolescent Development and Counselling	1.5	_____
ED-D	597	Comprehensive Examination	0	_____
ED-D	598	Project	1.5	_____

MA ONLY

ED-D	560	Statistical Methods in Education	1.5	_____
ED-D	599	Thesis	4.5	_____

Electives (Both MA and MEd require 3.0 units)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL UNITS _____ (24.0 min. for M.Ed.; 27.0 min. for M.A.)

Graduate Special Education MA Program

<u>Course</u>	<u>Unit Value</u>	<u>Term/Year</u>
<u>3.0 units of Theories selected from the following:</u>		
ED-D 500 Learning Principles	1.5	_____
OR		
ED-D 508 Theories of Learning	1.5	_____
ED-D 505 Basic Concepts in Human Development	1.5	_____
OR		
ED-D 506 Selected Topics in Human Development	1.5	_____
<u>3.0 units of Research Methods selected from the following:</u>		
ED-D 560 Statistical Methods in Education	1.5	_____
ED-D 561A Methods in Educational Research	1.5	_____
EDCI 580 Interpretive Inquiry	1.5	_____
OR		
ED-D 519B Research in Counselling	1.5	_____
ED-D 567 Single Case Research	1.5	_____
<u>4.5 units of Special Education composed of the following:</u>		
ED-D 515 Advanced Assessment of Learning Disabilities	1.5	_____
ED-D 568 Seminar in Special Education: Program, Practices and Policies	1.5	_____
ED-D 569 Seminar in Special Education: Current Issues, Research, and Applications	1.5	_____
<u>Electives: 4.5 units chosen in consultation with supervisor from the following:</u>		
ED-D 507 Psychology of Individual Differences	1.5	_____
ED-D 513 Assessment of School-Related Abilities	1.5	_____
ED-D 516 Advanced Remediation of Learning Disabilities	1.5	_____
ED-D 591 Special Topics in Education: Computers Utilization and Technology in Special Education	1.5	_____
ED-D 591 Special Topics in Education: Professional Practices and Ethics	1.5	_____
ED-D 591 Special Topics in Education: Mental Health and Behavioural Difficulties	1.5	_____
ED-D 591 Special Topics in Education: Variable Topics (e.g. Achievement Motivation, Play as a Tool for Therapy)	1.5	_____
ED-D 591 Special Topics in Education: Practicum in Special Education		
ED-D 591 Special Topics in Education: Practicum in the Assessment of School-related Abilities	1.5	_____
Other Electives	_____	_____
<u>Degree Completion Requirements:</u>		
ED-D 599 Thesis and oral defense	3.0	_____

TOTAL UNITS _____ (18.0 minimum)

Graduate Special Education MEd Program

Course	Unit Value	Term/Year
<u>3.0 units of Theories composed of the following:</u>		
ED-D 500 Learning Principles	1.5	_____
ED-D 505 Basic Concepts in Human Development	1.5	_____
<u>3.0 units of Research Methods composed of the following:</u>		
ED-D 591 Reading and Understanding Research across Special Ed.	1.5	_____
<u>1.5 units selected from the following courses:</u>		
ED-D 560 Statistical Methods in Education	1.5	_____
ED-D 561A Methods in Educational Research	1.5	_____
EDCI 580 Interpretive Inquiry	1.5	_____
OR		
ED-D 519B Research in Counselling	1.5	_____
ED-D 567 Single Case Research	1.5	_____
<u>4.5 units of Special Education composed of the following:</u>		
ED-D 515 Advanced Assessment of Learning Disabilities	1.5	_____
ED-D 568 Seminar in Special Education: Program, Practices and Policies	1.5	_____
ED-D 569 Seminar in Special Education: Current Issues, Research, and Applications	1.5	_____
<u>Electives: 6.0 units chosen in consultation with supervisor from the following:</u>		
ED-D 507 Psychology of Individual Differences	1.5	_____
ED-D 513 Assessment of School-Related Abilities	1.5	_____
ED-D 516 Advanced Remediation of Learning Disabilities	1.5	_____
ED-D 591 Special Topics in Education: Computers Utilization and Technology in Special Education	1.5	_____
ED-D 591 Special Topics in Education: Prof. Practices and Ethics	1.5	_____
ED-D 591 Special Topics in Education: Mental Health and Behavioural Difficulties	1.5	_____
ED-D 591 Special Topics in Education: Variable Topics (e.g. Achievement Motivation, Play as a Tool for Therapy)	1.5	_____
ED-D 591 Special Topics in Education: Practicum in Special Education	1.5	_____
ED-D 591 Special Topics in Education: Practicum in the Assessment of School-related Abilities	1.5	_____
Other Electives	_____	_____
<u>Degree Completion Requirements:</u>		
ED-D 598 Project	1.5	_____
ED-D 597 Comprehensive Examination	0	_____

Total Units (18.0 minimum) _____

Graduate Learning & Development MA Program

Course			Unit Value	Term/Year
ED-D	500	Learning Principles	1.5	_____
ED-D	505	Basic Concepts in Human Development	1.5	_____
ED-D	506	Selected Topics in Human Development	1.5	_____
ED-D	508	Theories of Learning	1.5	_____
ED-D	560	Statistical Methods in Education	1.5	_____
ED-D	561A	Methods in Educational Research	1.5	_____

Electives: 6.0 units chosen in consultation with supervisor

ED-D	_____		1.5	_____
ED-D	_____		1.5	_____
	_____		1.5	_____
	_____		1.5	_____

Degree Completion Requirements::

ED-D	599	Thesis and oral defense	3.0	_____
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Total Units (18.0 minimum) _____

Graduate Learning & Development MEd Program

Course			Unit Value	Term/Year
ED-D	500	Learning Principles	1.5	_____
ED-D	505	Basic Concepts in Human Development	1.5	_____
ED-D	506	Selected Topics in Human Development	1.5	_____
ED-D	508	Theories of Learning	1.5	_____

3 Units from following five courses:

ED-D	503	Curriculum Evaluation	1.5	_____
ED-D	560	Statistical Methods in Education	1.5	_____
ED-D	561A	Methods in Educational Research	1.5	_____
ED-D	567	Single Case Research	1.5	_____
ED-D	580	Interpretive Inquiry	1.5	_____

Electives: 6.0 units chosen in consultation with supervisor

ED-D	_____		1.5	_____
ED-D	_____		1.5	_____
	_____		1.5	_____
	_____		1.5	_____

Degree Completion Requirements:

ED-D	598	Project	3.0	_____
ED-D	597	Comprehensive Examination	0	_____

Total Units (18.0 minimum) _____

Graduate Measurement & Evaluation MA Program

Course			Unit Value	Term/Year
ED-D	500	Learning Principles	1.5	_____
OR				
ED-D	508	Theories of Learning	1.5	_____
ED-D	501	Theory of Measurement (subject to availability)	1.5	_____
ED-D	503	Curriculum Evaluation	1.5	_____
ED-D	505	Basic Concepts in Human Development	1.5	_____
OR				
ED-D	506	Selected Topics in Human Development	1.5	_____
ED-D	560	Statistical Methods in Education	1.5	_____
ED-D	561A	Methods in Educational Research	1.5	_____
ED-D	562	Advanced Statistical Methods in Education	1.5	_____
ED-D	567	Single Case Research	1.5	_____

Electives: 3.0 units (or 4.5 units if 501 unavailable) chosen in consultation with supervisor

ED-D	_____		1.5	_____
ED-D	_____		1.5	_____
	_____		1.5	_____

Degree Completion Requirements:

ED-D	599	Thesis and oral defense	3.0	_____
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Total Units (18.0 minimum) _____

Graduate Measurement & Evaluation MEd Program

Course			Unit Value	Term/Year
ED-D	500	Learning Principles	1.5	_____
OR				
ED-D	508	Theories of Learning	1.5	_____
ED-D	501	Theory of Measurement (subject to availability)	1.5	_____
ED-D	503	Curriculum Evaluation	1.5	_____
ED-D	505	Basic Concepts in Human Development	1.5	_____
OR				
ED-D	506	Selected Topics in Human Development	1.5	_____
ED-D	560	Statistical Methods in Education	1.5	_____
ED-D	561A	Methods in Educational Research	1.5	_____
ED-D	562	Advanced Statistical Methods in Education	1.5	_____
ED-D	567	Single Case Research	1.5	_____

Electives: 3.0 units (or 4.5 units if 501 unavailable) chosen in consultation with supervisor

ED-D	_____		1.5	_____
ED-D	_____		1.5	_____
	_____		1.5	_____

Degree Completion Requirements:

ED-D	598	Project	3.0	_____
ED-D	597	Comprehensive Examination	0	_____

Total Units (18.0 minimum) _____