What You Need to Know as an IED/CIE Doctoral Student

*(but didn’t know you had to ask!)*

For IED/CIE Doctoral Students
In the ITS Department
October 25, 2010
Before We Start...

- Short introduction of facilitators

- Please note that we have done our best to make sure that our information is as accurate as possible, **BUT THINGS DO CHANGE**, so always check up on requirements and keep attuned with program/department/TC news.

- Always read the **Notes from 374 GDH**
Before We Start...

- TC is a bureaucracy
  - A doctorate involves negotiating a lot of paperwork and requirements.
- It is up to **YOU** to meet these requirements by familiarizing yourself with what is needed, going to ODS, meeting deadlines
  - Make a calendar for yourself listing dates of major ODS milestones.
  - An advisor helps, but you need to be aware of and responsible for your own deadlines and paperwork...
- So, check in often with your classmates, advisors, program staff, ODS staff, and ODS materials
Special Considerations

- The information presented here outlines a ‘template’ for full-time doctoral students.
- Other factors / considerations may affect individual student situations:
  - International students with visa requirements (consult OISS)
  - On-campus housing and financial aid (consult appropriate offices)
  - Part-time students (discuss with advisor about timelines to completion)
Office of Doctoral Studies

- Administration of doctoral requirements
- Paperwork, including that for the certification exams, filed here
- Located 3rd floor of Thorndike
- Online: [www.tc.columbia.edu/ADMINISTRATION/doctoral](www.tc.columbia.edu/ADMINISTRATION/doctoral)
- Gary Arden (PhDs), Russell Gulizia (EdDs)
- Forms: available online and in the office
Advisor

- Meet with advisor at least twice a semester
- Role of your Faculty Advisor
  - Reviews and advises coursework selections
  - Assists with development of your dissertation research project (though it is possible that your faculty advisor is not your dissertation sponsor)
    - Developing research questions
    - Developing your conceptual framework
    - Developing methodological approach
  - Provides ongoing feedback as you write your dissertation
- Keep in mind that the faculty might not be here for your entire degree
## General Trajectory

### PhD
- 75 credits
- Minimum of 12 credits of research methods
- You can transfer up to 30 credits
- Language requirements
- ITSF 6590 – Doctoral Seminar can be taken many times; but **only 6 credits** of it goes towards PP
- ITSF 7500 (when you defend proposal) can be 0-3 credits of the 75 credits and PP, depending on your needs

### EdD
- 90 credits
- Minimum of 6 credits in research methods
- You can transfer up to 45 credits
- No language requirements
- ITSF 6590 – Doctoral Seminar can be taken many times; but **only 6 credits** of it goes towards PP and 90 credits
- ITSF 7500 (when you defend your proposal) can be 0-3 credits of the 90 credits and PP, depending on your needs.
First Year

PhD / EdD

- ITSF 6580 & 6581: Advanced Seminar in IED/CIE
  - Both are required, for 3 credits each
  - Take one in the Fall and one in the Spring
- First semester: Advanced Standing Review (transfer credits)
- Concentration courses
- Research methods
How to Transfer Credits

- Obtain, fill out and submit ASR: Advanced Standing Review form from TC Admissions. Read policy carefully!
- List of transferable credits is sent to IED/CIE Program Assistant, who contacts you to pick up the signed, sealed envelope.
- Meet with your advisor who either ACCEPTS or DECLINES the credits towards your Program Plan.
  - During this meeting bring your program requirements sheet to fill in where the credits will fit.
- Return to IED/CIE Program Assistant who makes copy for your file and returns original to ASR person in Admissions. It should then show up on your transcripts.
- Process can take a semester.
Selecting Courses

- Course selection should always be completed in consultation with advisor.
- IED & CIE programs are flexible, BUT keep in mind certain basic requirements:
  - Core
  - Research methods
  - Concentration
  - Breadth/elective
- CIE students should meet with advisors from individual concentration programs (i.e., advisor from sociology, political science, economics, anthropology, etc.). CIE disciplinary programs have their own requirements with varying degrees of flexibility.
Selecting Courses

- **Three recommendations:**
  - Does the course advance fulfillment toward degree requirements?
  - Does the course help to build my skills as a researcher, etc.?
  - Does the course help to advance my own specific academic / practical interests and expertise?
Second Year

PhD / EdD

- **Fall:** Certification Exam
- **Spring:** Specialization Exam
- **Remember:**
  - ITSF 6590 – Doc Sem can be taken many times; but **only 6 credits** of it goes towards your Program Plan
Certification Exam

- Offered in October and February
- Take the semester after completing core courses (*recommended*), usually Fall of your 2nd year
- Apply at ODS
  - Application due first Friday of semester
  - Requires advisor’s signature
- Participate in a study group
- Fail / Low Pass / Pass / High Pass
- “Extra time”
  - Students from non-English-speaking countries get 1 extra hour; need memo from advisor
  - Student with disabilities need to provide necessary documentation; assigned extra time on case-by-case basis.
Specialization Exam

- Sometimes known as “PM session”
- Specific to each student; format and content varies
  - designed with your advisor(s)
  - usually a collaborative process between you and your advisor(s).
- Usually 2-week take-home or 3-hour-at-TC exam
- Apply at ODS
  - Application due first Friday of semester
  - Requires advisor’s signature
- Give copies of above to IED/CIE Program Assistant for file
- Not recommended to take more than 1 exam per semester (IED)
- CIE Programs may have additional exams with their own exam schedules, depending on the discipline.
Exams (continued)

- If you have questions before the **certification exam**, make an appointment with the IED/CIE Exam Coordinator, **Lesley Bartlett**
- You will receive a letter in the mail notifying you of your results. **Do NOT** under any circumstance ask/bother the IED/CIE/ITS Staff about results.
- If you fail the exam or have a question regarding your results, meet with the program coordinator and your advisor.
- For your **specialization exam**, how you are notified about your results will depend on your advisor(s). Again, please be patient and do not ask/bother Staff about your results.
ODS Program Plan (PP)

PhD / EdD

- The PP shows how you are fulfilling your course requirements
- Includes all classes you have taken and plan to take
- Draft PP when you have completed approximately 60 credits (including transfer credits); The CIE/IED degree requirements worksheet helps with this.
- Submit PP during the semester in which you defend your proposal
  - You have to submit a “Change in PP” form to decide not to take a class you reported. ODS *every time* you take a class that you did not report or you
  - Please be sure to follow ODS guidelines for the PP.
ODS Statement of Total Program

PhD / EdD

- Letter indicating how you plan to/have “enrich”/ed your experience at TC
  - working with faculty members inside and outside your program
  - making extensive use of CU/TC facilities
  - becoming involved in the activities at TC
  - becoming involved in wider professional / academic community

- Specific guidelines are provided by ODS

- Submit Statement of Total Program with your PP to ODS
Third Year / After the Specialization Exam

- Fall (*typically*): Proposal Hearing
- ITSF 7500 (when you defend proposal) can be 0-3 credits of the 75 or 90 credits in your Program Plan, depending on your needs
Foreign Language Requirements

**PhD only**

- Proficiency in 2 languages other than English.*
- If you are an International Student and English is not your first language...
- Find out testing schedule/regulations from the language department at CU.
- Make sure language department notifies ODS of your “grade” (whether you passed).
- You can replace ONE language with a specific series of classes in STATISTICS.
Foreign Language Credits towards PP (EdD or PhD)

- You can use up to six credits of TC/CU language classes towards your Program Plan.
- The course credits **MUST** be at least at intermediate level. You need to check with the Registrar to make sure your courses will count.
- There is a form in the Registrar’s Office to be signed by advisor and language professor and submitted to Registrar the semester during which you are **TAKING** the class.
Dissertation Proposal

PhD / EdD

- Introduction
- Problem statement
- Literature review
- Conceptual Framework
- Methods
- Bibliography
Dissertation Proposal Hearing

PhD / EdD

- Need at least your sponsor and another committee member for your hearing
- Registering for ITSF 7500 signals the proposal defense and triggers OBLIGATION
- After successfully passing proposal defense, get form signed (bring it to defense!)
- Then you need the department chair’s signature (Prof Bond). *You may give the form to his program assistant.*
- Then submit these necessary items to IRB to get IRB approval then attach IRB approval letter to the approved proposal and submit to ODS.

*Successful proposal defense ➔ IRB approval ➔ ODS*
IRB: Generally

**PhD / EdD**

- Everyone must get IRB approval, even when using datasets collected by others
- Must get training certification
  - This can be done **online**
- Fill out IRB application, get it signed by Department chair and sponsor, and submit it with approved proposal forms to IRB in the Office of Sponsored Programs
- You may need secondary IRB approval, depending on the institution and/or country in which you are working
- Read the website thoroughly: [http://www.tc.edu/admin/irb/](http://www.tc.edu/admin/irb/)
Getting “Certified”

- You are **CERTIFIED** (MPhil for PhD students) when you meet all requirements but the dissertation (ABD):
  - PhD 75 credits / EdD 90 credits
  - Passed foreign language exams/statistics (PhD)
  - Certification exam (passed general & specialization)
  - Submitted program plan & statement of total program
  - Passed proposal defense and submitted forms to ODS
  - Received IRB approval for dissertation
  - No incompletes or missing grades on your Program Plan

- It is in your interest to check with the IED/CIE Program Assistant to make sure your paperwork is in order!

- At this point, you may state that you are a doctoral **candidate**, before this point you are a doctoral **student**. Employers see ‘candidate’ as employable.
Continuous Enrollment/Obligation

PhD / EdD

- Beginning the semester **AFTER** you take ITSF 7500, you **MUST** maintain continuous enrollment! How?
  - You **CAN** register for 2 semesters for **ITSF 6200: Fieldwork outside of the US** (0 credits). Fill out a COE if you need to carry a half or full-time credit-load.
  - Then, You **MUST** register for **ITSF 8900: Doctoral Dissertation Advisement CONTINUOUSLY** until semester of dissertation defense. (0 credits but costs the equivalent of 3 credits. It carries a full-time credit-load) **OR**
  - You **CAN** register for **IND 6000: Leave of Absence or Doctoral Candidacy** for up to 2 semesters
  - EdD students do not have to take 8900 as long as they have credits remaining until the semester they plan to defend.
  - See also ODS guidelines and forms for Certification for **Personal Exemption** or **Petition of Waiver**.
Dissertation Defense Process

**PhD only**

- Must submit “intention to defend” at beginning of semester (September for Fall defense, January for Spring defense).

- Must register for ITSF 8900 & TI 8900, a Columbia based course that includes GSAS fees (🙁 ouch!)

- Must have five committee members:
  - Sponsor must be TC tenured and GSAS approved.
  - Four members must be GSAS approved
  - Need one from outside program, but within TC.
  - Need one from outside TC (Columbia).
PhD only, continued

- **Advanced seminar:**
  - At least 5 weeks before oral defense
  - 3 members of committee must be present
  - Seminar chair must be tenured/GSAS-approved
  - Submit form to ODS and **dissertation draft** to committee members 2 weeks before AS
  - Submit AS evaluation to ODS

- **Dissertation defense:**
  - Submit form to ODS 4 weeks before defense
  - Send **dissertation** to committee 3 weeks in advance
  - Submit **abstract** to ODS 3 weeks before defense
  - Schedule defense with enough time after it to make revisions! (Check with ODS on last date)
Dissertation Defense Process

EdD only

- Submit “intention to defend” to ODS at beginning of semester (by late registration date) – *you must be fully certified to do so!*

- Submit “Application to Defend Ed.D. Dissertation” form to ODS not less than 3 weeks before defense date

- Register for ITSF 8900

- Dissertation Committee (4 committee members)
  - Includes 2 or more faculty members, 1 of whom is dissertation sponsor
  - Other faculty member(s), at least 1 of whom is outside your department
  - You in collaboration with your first and second readers will name the third committee member who is also the chair of defense.
  - The Vice Provost assigns the fourth committee member, you can make a request though ODS.
EdD only, continued

- Oral Defense
  - Receive approval notification of your application for final oral defense (theoretically...)
  - Send dissertation to committee members at least three weeks in advance
  - Exam Committee must agree by majority vote
  - Schedule defense with enough time after it to make revisions!
The Defense Aftermath

- Make sure to plan for post-defense and graduation fees and costs, which can be substantial.
- Also, plan time for revisions
- Go out and celebrate! You’ve earned it! 😊
Tips for Thinking About your Dissertation from the Start

● Talk about your dissertation to anyone who will listen to you
  ● This helps to focus a topic in the proposal stage, data analysis, and finally when you write
  ● Use the back from the field potlucks, etc. to talk about your work
  ● Have a 20 minute, a 10 minute, and a 2 minute version of your dissertation for anyone who asks

● Have **cohort/study group** to share your ideas with, give you suggestions, and provide moral support
Tips for Thinking About your Dissertation from the Start

• Think about what you want to get out of your dissertation
  • Publication: it helps to have self-contained chapters that can be easily turned into short papers for journals
  • Subscribe to the journals you might publish in, and read them!
  • Professional life after graduation: your dissertation is used to evaluate your doctoral work when applying to your first job
Tips on your Committee

- Choose committee members carefully:
  - Begin thinking early on about who you want on your committee and take their classes – build relations early
  - For PhDs, this is particularly important because your committee composition is more strict
  - Each member should offer you different things academically
  - Bring committee members together periodically if possible, so they get to know each other
More Committee Tips

- Choose your sponsor carefully:
  - Not only someone who can guide you academically but someone with whom you can work
  - Ask if he/she will be there the duration of your degree program
  - Your sponsor does not need to be your advisor

- Keep in touch regularly with your committee:
  - Do not overburden them, but cultivate relationships, keep them informed, and hear their feedback along the way
Other Doctoral Tips

- **Apply for as many GRANTS as possible**
  - Grant workshops, proposal binder, doctoral profiles
- **Submit to “publish early and often”**
- **Join international societies and present at conferences**
  - CIES, AERA, ISA, AAA, IPRA…
Other Doctoral Tips, continued

- Have social/personal/active outlets outside of TC.
  - Your Doctorate is a PART of your life – do not make it your life.
- Say thank you/confirm receipt of emails.
- Keep copies of **everything**.
- Give yourself enough time in between “milestones” for feedback and process.
- Be collaborative, not competitive.
- GIVE BACK TO YOUR ITS COMMUNITY.
Thanks for coming, and... GOOD LUCK!