

**Ph. D. Program Activities Checklist (“Doc Plan”) College of Education**

**Department of Special Education**

Name:

<b>Requirements</b>		<b>Brief Description of Experience and How It Meets Requirements</b>	<b>Anticipated Completion</b>	<b>Date Completed</b>
I.	College Teaching			
	A.	Assist in teaching a course under faculty supervision, co-teaching and independently conducting a minimum of five sessions during the term		
	B.	Develop a course syllabus with faculty members		
II.	Grant Writing			
	A.	Review and evaluate completed grants		
	B.	Write a grant or components of a grant		

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III.	Professional/Scholarly Writing			
	A. Write a minimum of three short integrative papers (e.g., class activities in SpEd 592)			
	B. Write one in-depth position paper or literature review (could be used in a grant proposal or in-house research project) that includes analysis (justification and rationale) of differing positions			
	C. Critique and review an unpublished manuscript or published article to be evaluated and approved by advisor and one other faculty member			
	D. Submit an “advisor-approved article” to a referred journal to experience the journal review process and feedback			

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IV.	Professional Service			
	A. Give a minimum of two non-university presentations (optional formats: conference, in-service)			
	B. Participate in at least two types of professional/service activities such as community service (e.g., volunteer at Crisis Nursery, or PACE office, etc.), community work (participating in Illinois CEC, reviewing proposals for DEC), journal reviewing			
V.	Research			
	A. During first year in program, participate directly in conducting research for credit (independent study) or for pay (assistantship) within Dept. of Special Education, College of Education, or University of Illinois			
	B. <a href="#">Early Research Requirement</a>			
	1. Questions for the Early Research Project should be formulated by the completion of the second semester of the first year in the program.			
	2. The introduction, literature review, and methodology segments must be completed prior to the first meeting of the Early Research committee			

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		3. Early Research project must be defended before the Early Research Committee. Certificate of approval must be signed by all committee members		
	C.	<b>Dissertation Research</b>		
		1. Questions that are independently conceived and that may form the basis of the dissertation research must be submitted to the advisor prior to a final decision about the topic		
		2. The introduction, literature review, and methodology sections must be completed and reviewed by advisor prior to the preliminary oral exam.		
		3. Dissertation Research must be defended before the Dissertation Committee. Certificate of approval must be signed by all committee members		
VI.	<b>Supervised Leadership Experience</b>			
	A.	Take responsibility for guidance of trainee(s) into the field by providing feedback and supervision of trainee(s) performance (50% time for one semester or 25% for two semesters)		
	B.	Completion of a minimum of one semester of experience (at least 25% time) in an administrative position (e.g., coordinate grant, administrative internship) is <b><u>recommended</u></b>		

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VII.	Mastery of Knowledge in the Discipline			
	A.	General field (Qualifying Exams; General Field)		
	B.	Area of specialization (Qualifying Exams; Special Field or Portfolio)		
VIII.	Additional Requirements			
	A.	Successful completion of First-Year Review		
	B.	Successful completion of Early Research Project		
	C.	Residence (see College of Education requirements: 12 credit hours each semester for two consecutive semesters for Ph.D.)		
	D.	Ph.D. Research Area Requirement		
	E.	Completion of a minimum of 32 credit hours of substantive coursework		
	F.	Completion of a minimum of 4 credit hours but no more than 32 credit hours of thesis research apart from the RMAS requirements		
	G.	Successful oral defense of the dissertation		

**Proposed Coursework**

Required Coursework.  
 Note the course numbers and planned semesters.

	Course	Hours	Year
(1)	SPED 592	4	
(2)	SPED 593	4	
(3)	SPED 510	4	
(4)			
(5)			

**Ph.D. Research Area Requirement (16 to 20 hours)**

	Course	Hours	Year
(1)	CI 550	4	
(2)			
(3)			
(4)			
(5)			

Additional Coursework (At least 4 but no more than 32 hours may be thesis research credit)

	Course #	Hours	Semester	Year
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

Other courses taken:

	Course	Hours	Year
(1)	SPED 550	4	
(2)			
(3)			
(4)			
(5)			