

***Ph.D. in Education – Advising Checklist***  
***Critical Pedagogies and Urban Teacher Education***

(For Students Admitted Fall Semester 2022 and after)

Name: \_\_\_\_\_ UIN: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Advisor: \_\_\_\_\_ Entry Date: \_\_\_\_\_ Status: Limited \_\_\_\_\_ Full \_\_\_\_\_

**Minimum Semester Hours Required:** 96 hours from the baccalaureate degree or 64 hours beyond the Master’s degree.

**College Core (12 credit hours)**

Course	Term	Instructor	Hours	Grade	Notes
ED 504			4		
ED 505			4		
ED 506			4		

**Methodology Requirement (12 credit hours)**

Course	Term	Instructor	Hours	Grade	Notes
ED 502			4		
ED 503			4		
			4		<i>One additional 4 credit hour course on research (Qualitative or Quantitative) that must be approved by faculty advisor (e.g., CI 578, CI 590)</i>

**Program Core (8 credit hours)**

Course	Term	Instructor	Hours	Grade	Notes
CI 574			4		
CI 552			4		

**Specialization Core (8 Credit Hours)** There are three Specialization Core Choices: **Critical Pedagogies**, **Urban Teacher Education** and **Health Professions Education (HPE)** specialization. For the HPE specialization, refer to the HPE Specialization Advising Guide (<https://education.uic.edu/academics/programs/critical-pedagogies/degree-requirements/>).

**Critical Pedagogies Specialization**

Course	Term	Instructor	Hours	Grade	Notes
CI 550 or CI 553			4		
CI 554			4		

**Urban Teacher Specialization**

CI TBA	Term	Instructor	Hours	Grade	Notes
CI 554			4		
			4		

### Electives (8 credit hours)

For specializations of *Critical Pedagogies* and *Urban Teacher Education*, courses can span various programs and departments. Elective offerings that are program specific include (but are not limited to):

- CI549/EDPS549 Critical Pedagogy: Practice and Theory,
- CI 400 (changing to a 500-level course) Anthropology in Education,
- CI 585 Writing Seminar for Advanced Doctoral Students,
- CI 582 Apprenticeship in Teacher Education,
- CI 596 Independent Study

### Research project CI 593 (4 credit hours)

Course	Term	Instructor	Hours	Grade	Notes
CI 593			4		

**COE Written Exam** The chairperson (a CPUTE program faculty member) of this committee will convene at least two other committee members (one of whom must be from Curriculum and Instruction department, the third can be COE faculty) to develop questions for the exam and to review the work. Generally, questions in the exam ask you to integrate and apply knowledge and understandings gained from your coursework, research projects, and independent readings. You may choose to take the exam at the university or as a take-home assignment.

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### Preliminary Examination

- Written Dissertation Proposal
- Oral Dissertation Proposal Defense

The purpose of the preliminary examination is to determine your readiness to undertake dissertation research. The preliminary examination has two parts—a written portion and an oral portion that focus primarily on your dissertation proposal. The oral portion of the exam should be taken when you have completed your dissertation proposal. You must take and pass the oral portion of the exam before you can begin dissertation research. Before beginning dissertation research, you must also receive approval from the Institutional Review Board (IRB) if the research involves human subjects (see Section V). Both portions are evaluated by a preliminary examination committee. Passing the preliminary examination constitutes formal admission to candidacy for the Ph.D.

### Preliminary exam committee composition

The committee for the preliminary examination is appointed by the Dean of the Graduate College upon the recommendation of the department or program. The committee consists of at least five (5) members, of whom at least three (3) are UIC Graduate Faculty with full membership, and two (2) of whom must be tenured. The chair of the Committee must be a full member of the UIC Graduate Faculty. An outside member is recommended but not required.

You should begin making arrangements to take the preliminary (oral and written) examination when you have almost finished regular coursework. First, you must find a CP-UTE faculty member to chair your preliminary examination committee. Your faculty program advisor can help with this task. The program

advisor may serve as your committee chair, or you may identify another CP-UTE faculty member whose interests and expertise align more closely with your program of study and dissertation research.

Next, you should work with the committee chair to identify and recruit at least four other members to serve on the preliminary (oral and written) examination committee. At least three members, including the chair, must be UIC faculty who are full members of the Graduate College. At least two committee members (in addition to the chair) must be COE faculty in the College of Education (i.e., associate professors or full professors). The Graduate College does not require that the preliminary examination committee include a member from outside the Department of Curriculum and Instruction. However, since the Graduate College requires that dissertation committees have a member from outside the Program (see Section IV), and since the preliminary examination committee often forms the basis of the future dissertation committee, you may want to ask an outside member to be on the preliminary examination committee as well.

#### **CS/CP-UTE Preliminary Committee Composition**

- 1 Chair – program faculty
- 1 CS/CP-UTE program or C&I Department Faculty
- 1 COE but can be outside the program/department faculty
- 2 UIC Graduate Faculty (associate professors or full professors with full membership)

In order to formally constitute the preliminary examination committee, you must submit to the Graduate College a Committee Recommendation Form. This form may be obtained from the Graduate College's website. You must return the completed degree checklist with the signed Committee Recommendation Form to the Office of Student Services. The completed form must be signed by the committee chairperson and submitted to the Office of Student Services at least three weeks before the date of the examination. Before submitting this form, you must be sure that the faculty members identified to serve on the committee have agreed to serve. The committee for the preliminary examination is appointed by the Dean of the Graduate College upon the recommendation of the department or program.

Once the Graduate College approves the committee, an (Oral and Written Preliminary) Examination Report form and cover letter is sent to the program to report the result. Changes to the committee may be requested before the exam occurs using the Request Change of Student Name on Thesis, Thesis Title, or Committee Member(s) Form.

Doctoral candidates must be registered for credit the term when they take the oral and written preliminary exam. Students must also register each semester (excluding summer) after passing the preliminary examination and until successfully defending the dissertation. Students must register for the summer term if taking the preliminary exam or defending the dissertation during that term.

The results of the examination should be submitted to the Graduate College within forty-eight (48) hours of the completion of the exam. If the result was “pass with conditions,” the exact conditions and time-frame to complete the conditions must be specified on the Examination Report, and the chairperson must notify the Graduate College in writing as soon as the conditions have been completed. The Examination Report must be signed by all members of the Committee. Once the student has passed the examination, the Dean of the Graduate College will notify the student’s program that s/he has been admitted to candidacy. A minimum of one year has to elapse before the defense of the dissertation after passing the preliminary examination. Only students in good academic standing are permitted to take the examination.

Students who do not complete the degree requirements within five (5) years of passing the preliminary examination must retake the examination; programs may specify a shorter time period. Combined programs leading to two degrees may require additional study beyond the period normally involved for completing requirements for the PhD degree; and may require an extension of the 5-year rule.

**Dissertation Research (12 credit hours minimum)**

- Written dissertation (traditional or 3-article dissertation decided with faculty advisor)

Course	Term	Instructor	Hours	Grade	Notes
CI 599			4		
CI 599			4		
CI 599			4		

- Oral dissertation defense      Date passed: \_\_\_\_\_

**The dissertation defense committee** consists of at least five persons, of whom one must be from outside their program. The chair of the committee must be a full member of the UIC graduate faculty. The chair should be a member of the CP-UTE. At least two members of the committee must be tenured faculty at UIC; at least one must be from outside the degree-granting program, which may include graduate faculty from other UIC departments or colleges. The outside member can also be from outside the University in which case the member must demonstrate equivalent academic standards; the member’s curriculum vitae must accompany the Committee Recommendation form.

<p><b>CS/CP-UTE Dissertation defense committee</b></p> <ul style="list-style-type: none"> <li>• Consists of at least five persons, of whom one must be from outside their program.</li> <li>• The chair of the committee must be a full member of the UIC graduate faculty, and a CS/CP-UTE faculty member</li> <li>• At least two members of the committee must be tenured faculty at UIC; at least one must be from outside the degree-granting program, which may include graduate faculty from other UIC departments or colleges. The outside member can also be from outside the University in which case the member must demonstrate equivalent academic standards; the member’s curriculum vitae must accompany the Committee Recommendation form.</li> </ul>
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## Graduate College Resources

<https://grad.uic.edu/academic-support/student-resources/> (i.e., graduate student forms, graduate student handbook)

<https://grad.uic.edu/academic-support/graduate-college-policies/>  
(i.e., grad college policies, incl. changing programs, adding a second program, academic standing, and more.)

<https://grad.uic.edu/academic-support/exams-defense/preliminary-exam-policies-and-procedures/>

<https://grad.uic.edu/academic-support/exams-defense/committee-membership-policy/>

<https://grad.uic.edu/academic-support/exams-defense/doctoral-dissertation-defense/>

<https://grad.uic.edu/preliminary-exam-policies-and-procedures/>

<https://education.uic.edu/academics/student-resources/doctoral-student-resources/doctoral-student-handbook/doctoral-handbook-advising>

***the Advising Covenant*** <https://education.uic.edu/academics/student-resources/doctoral-student-resources/doctoral-student-handbook/doctoral-handbook-advising-covenant/#:~:text=The%20Advising%20Covenant%20represents%20a%20set%20of%20expectations,advisor%20and%20advisee%20can%20meet%20their%20particular%20needs.>