

Ph.D. in Education – Advising Checklist
Critical Pedagogies and Urban Teacher Education
Health Professions Education Specialization
 (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 (16 Credit Hours) for Health Professions Education

Course	Term	Instructor	Hours	Grade	Notes
MHPE 501			4		
MPHE 502			4		
MPHE 503			4		
MPHE 504			4		

Research project CI 593 (4 credit hours)

Course	Term	Instructor	Hours	Grade	Notes
CI 593			4		

COE Written Exam The chairperson (a CP-UTE/HPE program faculty member*) of this committee will convene at least two other committee members (one of whom must be from the CP-UTE/HPE program) to develop questions for the exam. 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.

*Please contact your program coordinator or director for lists of approved faculty in these categories or for help developing your committees.

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

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/HPE 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/HPE faculty member whose interests and expertise align more closely with your program of study and dissertation research. Note: the chair of your committee must be a full member of the UIC Graduate Faculty.

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. For the Health Professions Education specialization, at least one committee member needs to be a member of the COE CP-UTE program faculty. One additional member should be outside of program, but can include members of DME or COE who are not affiliated with the CP-UTE program. (Note: an outside member is not required for the

preliminary examination committee, but it is for the dissertation committee, therefore we recommend finding an external member from the start.)

CS/CP-UTE Preliminary Committee Composition for HPE (5 members)

- Chair – a HPE program faculty w/COE affiliation
- A COE CS/CP-UTE program Faculty
- 1 outside the program 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/HPE faculty and at least one member should be a member of the COE CP-UTE program faculty. 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.*

*Again, please check with your program coordinator or director if you have any questions about your committee.

<p>CS/CP-UTE Dissertation defense committee for HPE</p> <ul style="list-style-type: none"> • 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, and a CS/CP-UTE faculty member (HPE or CPE) • At least one member of the committee should be a member of the COE CS/CP-UTE program faculty • 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.
--

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.>