

**TYPICAL EVENTS TIME LINE:
School Counselor Education Specialization Strand**

01/26/06

The information below is provided as a general guideline for planning your experience as a doctoral student. The award of a Ph.D. degree rests on individual demonstration of a high level of competence in both foundational and specialization content, and your particular time line may vary in order to provide this demonstration. Your advisor will assist you in making sure that deadlines are met and that you are in compliance with the required sequence of key events. As an advanced graduate student, however, it is ultimately your responsibility to insure that requirements are met and forms are submitted in a timely fashion .

Year One-

1. Work with assigned doctoral program advisor for course selection; establish links with all program faculty to begin exploration of possible dissertation topic and emphasis area.
2. If residence requirement is being met during this year, enroll in minimum of 9 credits in fall and in spring semesters (residence requirement can be met with consecutive enrollment in either fall-spring or spring-fall).

Year Two-

1. *Complete the first "benchmark", a scholarly product requirement (Review I).* To meet this requirement, you can either submit a research study to a refereed journal or submit a proposal for a presentation at an annual conference of a national organization. While co-authorship of the product is not explicitly forbidden, this product is intended to allow evaluation of your individual capability for conceptualizing, carrying out an investigation, and reporting the results.

The work for Review I can be completed anytime after you are admitted to the doctoral program. The product you are using for the review can be turned in through your doctoral program advisor anytime after the beginning of the second semester of the second year and is expected no later than the end of that semester. The five school counseling program area faculty act as a committee of the whole in evaluating this product. Because of its intent, it is expected that this will be sole-authored work, and it is highly unlikely that two doctoral students could meet this requirement with the same product. If you believe that a given product warrants an exception to this general rule, a strong rationale must be provided in writing when you turn in the product and will be considered by the faculty when the decision is made.

For part-time students, the rule of thumb is that the equivalent of "second semester of second year" is the semester after you have completed 27 credits of coursework.

2. *Form the Doctoral Advisory Committee.* This committee will determine your program of study, conduct your preliminary (comprehensive) examination, approve your dissertation prospectus, and then oversee and approve your dissertation itself.

This committee is formed **after** you have successfully passed the Review I scholarly product benchmark. Thus, contingent on when that product is approved by the area faculty, the doctoral advisory committee may be in place before the end of the second semester of the second year and is expected to be in place no later than the beginning of the first semester of the third year.

Drs. Astramovich, Hopkins, Smith, and Staples will serve on all school counselor education doctoral committees, and one of the four will be a co-chair of the committee. The other co-chair for your committee must be a senior member of the department with substantial dissertation supervision experience. Because it is usually advantageous to you for both co-chairs to have experience/expertise in the specialization, Dr. Jones will typically serve as the other co-chair. If, however, you are planning to do an ethnographic, phenomenological or grounded-theory qualitative study for your dissertation, Dr. Jones will assist you in identifying a different co-chair for your committee.

The doctoral advisory committee must also include a graduate college representative from a different department. When you ask someone to serve in this role, however, be prepared to answer questions about the kind of study you have in mind and to get some respectful declines because of the amount of work that is required.

After you have successfully completed Review I, have identified the co-chairs, and have identified someone willing to serve as the graduate representative on your doctoral advisory committee, you then send an e-mail message to the Doctoral Program Coordinator with the names of the committee you are proposing for review to insure that CACREP limits for membership on doctoral committees are not being exceeded. When approved, you then prepare the online form for submission to the Graduate College:

http://graduatecollege.unlv.edu/PDF_Docs/AdvisoryCommittee.pdf

Year Three-

1. *Complete program of study.* After the doctoral advisory committee is approved by the graduate college, your co-chairs will meet with you to prepare the program of study. It is expected by the time that this is prepared that you will have identified the special area of emphasis and its coursework. The online form for Part one of the program of study is available at:

http://graduatecollege.unlv.edu/PDF_Docs/DoctoralProgramPart1.pdf

Part two of the program of study form for the school counselor education specialization will be available at the SP-ACE web site with the required courses listed.

2. *Complete preliminary (comprehensive) examination.* The preliminary examination is designed by and conducted by the doctoral advisory committee. In general, it will involve in-depth reading and writing directly related to your planned dissertation topic and is not a

test of mastery of previously learned core information. By this point, it is expected that you will have made a decision about the general topic for your dissertation. The work for this examination will provide information that you will be able to incorporate into chapter 2 of the dissertation itself.

3. *Prepare and defend dissertation proposal.* Scheduled after successful completion of the preliminary (comprehensive) examination, in general what you will prepare and defend is the first three chapters of the dissertation: introduction, review of the literature, and method of inquiry.

Year Four-

1. *Complete any remaining hours for internship requirement.*
2. *Complete and defend doctoral dissertation.*