

Curriculum and Instruction Intensive Study Area Comprehensive Examination Requirement Guidelines and Procedures

The Curriculum and Instruction Intensive Study Area (C&I ISA) offers students 3 options for meeting the doctoral program comprehensive requirement. These include: (1) completion of the traditional written exam, (2) preparation and submission of two scholarly papers for publication in a refereed professional journal, or (3) preparation and submission of a federal grant proposal, following guidelines and criteria as specified in the grant competition's Request for Proposal (RFP) document. An overview of the procedures for each of these options follows.

1. Written Examination

The traditional written examination is prepared under the direction of the student's dissertation chair. The dissertation chair may also require an oral examination.

- The written comprehensive examination is administered according to a schedule arranged with the Dissertation Chair.
- The examination is to be held over a three-day period with a four-hour block of time each day.
- The student and Dissertation Chair will determine the dates and times.
- The Dissertation Chair in conjunction with the Dissertation Committee will solicit questions from appropriate faculty.
- The student has the right to request information on how best to prepare for the exam from professors.
- The first examination session is devoted to the common professional core areas of study.
- The second session is devoted to the C&I ISA common core, and the third examination session is devoted to the student's area of advanced professional study.
- Each session typically includes from one to three questions.

Responsibilities of Student

- Submit to the dissertation chair no later than one month prior to the administration of the examination, the Application to Complete Comprehensive Examinations found in Handbook for Doctoral Studies.
- Provide the dissertation chair with a list of course numbers, course names and professors for each completed course.

Responsibilities of Dissertation Chair

The Dissertation Chair coordinates preparation and evaluation of comprehensive examination and submits the evaluation results to the C&I ISA Coordinator. Specifically, the Dissertation Chair will:

- Consult with the student and identify an examination period of 3 days for 4-hours per day.
- Reserve a room or faculty office where the student will complete the examinations.

- Request the C&I departmental secretary to reserve a laptop for the student to use when writing examination responses.
- Contact professors (see list of courses and professors provided by student) to request submissions of comprehensive examination questions.
- Coordinate comprehensive examination sessions as follows:
 - Day 1: Doctoral Core Coursework.
 - Day 2: Three questions from the C&I required core (210:352, 210:354: and 210:389 or 240:340).
 - Day 3: Questions related to students' research, dissertation, or other coursework.
- Obtain copies of the comprehensive examination evaluation cover sheet from the Department Secretary.
- Distribute to each member of the dissertation committee, a complete set of written student responses with evaluation cover sheet attached to each set.
- Collect evaluation responses from each dissertation committee member.
- Schedule a meeting of the dissertation committee to evaluate the student's comprehensive examination and to make a pass/fail determination.
- File the committee's pass/fail determination with the Department Secretary.
- Write the student a letter detailing the committee's decision.

2. Scholarly Papers Submitted for Publication

Preparation and submission of two scholarly papers for publication in a national/international refereed professional journal.

Responsibilities of Student

- Submit to the dissertation chair an application to take the comprehensive examination.
- Submit 2 scholarly papers for publication.
 - The student must be sole author for one article.
 - For a second article, the student may collaborate with multiple authors but must be first author.
 - The articles to be submitted must meet the approval of the dissertation committee.

Responsibilities of Dissertation Chair

- Meet with the Dissertation Committee to approve the type of articles to be submitted by the student.
- Schedule a meeting of the dissertation committee to evaluate the student's comprehensive examination and to make a pass/fail determination.
- File the committee's pass/fail determination with the Department Secretary.
- Write the student a letter detailing the committee's decision.

3. Submission of a Federal Grant Proposal

Preparation and submission of a federal grant proposal, following guidelines and criteria as specified in the grant competition's Request for Proposal (RFP) document.

Responsibilities of Student

- Submit to the dissertation chair, an application to take the comprehensive examination.
- Submit to each member of the dissertation committee, a copy of the grant competition's RFP.
- Submit to the UNI Office of Grants and Contracts, all required paperwork.

Responsibilities of Dissertation Chair

- Meet with the Dissertation Committee to approve the type of application to be submitted by the student.
- Receive approval for the grant application from COE Associate Dean of Graduate Studies prior to the student's approval request submission to the UNI Office of Grants and Contracts.
- Receive approval from Office of Sponsored Programs prior to student's approval request submission to the UNI Office of Grants and Contracts.
- Schedule a meeting of the dissertation committee to evaluate the student's comprehensive examination and to make a pass/fail determination.
- File the committee's pass/fail determination with the Department Secretary.
- Write the student a letter detailing the committee's decision.