

**Advisement Checklist for Ph.D. in Education**  
**Option: Learning, Design and Technology** (formerly Educational Technology)

<http://edtech.okstate.edu>

**Program Coordinator: [susan.stansberry@okstate.edu](mailto:susan.stansberry@okstate.edu), 405.744.7190**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI \_\_\_\_\_ Other Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ CWID: \_\_\_\_\_

Current Employment: \_\_\_\_\_

Check as Completed	Task	Other Information
	Apply for admission to OSU Graduate College online at <a href="http://go.okstate.edu">http://go.okstate.edu</a> Deadlines: December 1 (priority September 15) for Spring/Summer; July 1 (priority January 15) for Summer/Fall	
	Meet Ph.D. in Education admission criteria: 1) Grade Point Average >3.5 in a Master's degree from an accredited institution	Entering GPA:
	2) Miller Analogies Test composite raw score of >400 OR a Graduate Record Exam (GRE) score of >300 (combined verbal and quantitative) and 4.5 on the analytical scale.	Score(s):
	3) Three letters of recommendation providing information related to past academic ability, potential for graduate study, and writing ability. 4) Statement of professional goals consistent with the mission of the program 5) Scholarly writing sample 6) Interview with program faculty 7) Resume or vita <b>Note: Admission is also dependent upon advisement availability and preference is given to full-time students seeking an assistantship.</b>	Submit the Statement of Professional Goals, writing sample, vita, and reference contact information within the online application.

	The main portal for enrolling, checking your Bursar account, accessing the Canvas learning management system, etc., is <a href="http://my.okstate.edu">http://my.okstate.edu</a> . Make sure you can log in there using your OKEY credentials (set up at the time you applied for admission).	<b>Committee:</b>
	Sign up for the Ed Tech @ OSU Listserv: <a href="http://listserv.okstate.edu/edtc-l.html">http://listserv.okstate.edu/edtc-l.html</a>	
	Join our Facebook Groups: Ed Tech @ OSU <a href="https://www.facebook.com/Ed-Tech-OSU-219925811021/">https://www.facebook.com/Ed-Tech-OSU-219925811021/</a> and Emerging Technologies & Creativity Research Lab <a href="https://www.facebook.com/etcresearchlab">https://www.facebook.com/etcresearchlab</a>	
	Join the Educational Media & Technology Student Association at <a href="http://campuslink.okstate.edu/organization/EMT">http://campuslink.okstate.edu/organization/EMT</a>	
	Familiarize yourself with general information for current graduate students at <a href="https://gradcollege.okstate.edu/resources/current-student-resources.html">https://gradcollege.okstate.edu/resources/current-student-resources.html</a>	

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Date Planned	Courses	Date Completed
	<b>Common Core 9 hours</b> (plan to take these 1st or 2nd semester) SCFD 6983 Diversity and Equity Issues in Education	
	SCFD 6113 Theoretical Foundations of Inquiry	
	EDTC 6190 Learning, Design & Technology Doctoral Seminar	
	<b>Research Courses 12 hours (choose from the following)</b> REMS 6003 Analyses of Variance (REMS 5013 and 5953 prerequisites that cannot count on the PhD plan of study)	
	REMS 6013 Multiple Regression Analysis in Behavioral Studies (REMS 6003 prereq)	
	REMS 5963 Computer Applications in Nonparametric Data Analysis	
	CIED 6253 Conducting and Designing Mixed Methods Research	
	SCFD 5913 Introduction to Qualitative Research	
	EDTC 5793 Design-Based Research	
	<b>Specialization 24 hours</b> EDTC 5203 Foundations of Educational Technology	
	EDTC 5503 Facilitating Online Learning	
	EDTC 6153 Advanced Computer-Based Instructional Development	
	EDTC 6333 Human Computer Interaction	
	EDTC 6423 Trends and Issues in Educational Technology	
	EDTC 6553 Media and Learning in Educational Technology	
	EDTC 6613 Instructional Systems Design	
	EDTC 6283 Performance Improvement Technology	
	EDTC 6850 Directed Reading	
	EDTC 6880 Internship in Education	
	EDTC 6910 Practicum	
	<b>Cognate Area of Study 9 hours</b>  <b>Note:</b> The Graduate Certificate in Online Teaching can be used as a cognate (must apply through the Graduate College since this is a separate program). Required: EDTC 5720 Learning in a Digital Age (will become EDTC 5053 in Fall 2016) EDTC 5103 Advanced Computer Applications EDTC 5153 Computer Based Instructional Development EDTC 5503 Facilitating Online Learning	
	<b>Dissertation 15 hours (EDTC 6000)</b>	

Semester 1:	Semester 2:	Semester 3:	Semester 4:
Semester 5:	Semester 6:	Semester 7:	Semester 8:
Semester 9:	Semester 10:	Semester 11:	Semester 12:

Check as Completed	Task	Other Information
	Complete a Plan of Study form linked from the Graduate College website at <a href="https://gradcollege.okstate.edu/resources/current-student-resources.html">https://gradcollege.okstate.edu/resources/current-student-resources.html</a> , and enroll in courses at <a href="http://my.okstate.edu">http://my.okstate.edu</a> based on your schedule above.	
	Complete a Student Annual Review document each May as prompted by your Committee Chair or Dissertation Advisor.	
	Present at a professional conference.	
	Submit an article for publication.	
	Qualifying Exams are given in the Fall and Spring semesters (5th-6th week typically). An oral defense of the exam is typically conducted 4-6 weeks following the exam and is often combined with the dissertation prospectus presentation.	
	Passing the Qualifying Exam and successful presentation of the dissertation prospectus moves the student to the "Doctoral Candidacy" phase (see <a href="http://gradcollege.okstate.edu">http://gradcollege.okstate.edu</a> for form). Note: Students entering program prior to Fall 2013 must successfully complete (grades of 'SR') at least 10 hours of dissertation (EDTC 6000) coursework after being admitted to candidacy. Students entering Fall 2013 or after must be admitted to candidacy no less than six months prior to graduation, and must maintain continuous enrollment (minimum of 2 credit hours) in every fall and spring semester until graduation.	
	Attend a Thesis/Dissertation Workshop <a href="http://gradcollege.okstate.edu">http://gradcollege.okstate.edu</a> (this is mandatory - the Graduate College will not accept your dissertation without completion of this workshop).	
	Complete the CITI training and submit your IRB for your dissertation research: <a href="http://compliance.vpr.okstate.edu/IRB/irb-index.aspx">http://compliance.vpr.okstate.edu/IRB/irb-index.aspx</a>	
	Work with your dissertation advisor to complete dissertation research and writing. Follow the Dissertation Guidelines thoroughly: <a href="http://gradcollege.okstate.edu">http://gradcollege.okstate.edu</a>	
	Consult the Deadline Dates for dissertation submission at: <a href="http://gradcollege.okstate.edu/current_student/calendar.html">http://gradcollege.okstate.edu/current_student/calendar.html</a> You will need to give your committee members at least two weeks to read/critique your dissertation prior to the defense, so plan carefully!	
	Complete the Graduation Checklist ( <a href="http://planofstudy.okstate.edu">http://planofstudy.okstate.edu</a> ) and Application to Graduate ( <a href="http://registrar.okstate.edu">http://registrar.okstate.edu</a> ) at the beginning of the semester you plan to graduate.	
	Graduate Commencement information: <a href="http://gradcollege.okstate.edu/content/graduate-commencement">http://gradcollege.okstate.edu/content/graduate-commencement</a>	

By completing this planning guide and sharing it with your advisor understand all degree requirements, and I agree to assume responsibility for meeting all degree and certification requirements throughout the process

**Other Important Links:**

Emerging Technologies & Creativity Research Lab <http://edtech.okstate.edu/techplayground>

Financing a Graduate Degree <http://gradcollege.okstate.edu/>

Graduate College Resources for Current Students: <http://gradcollege.okstate.edu>

College Scholarships: <http://www.okstate.edu/education/scholarships/home.html> (Due Jan 15th each year)

Association for Educational Communications and Technology <http://aect.org>