



Eriksson College of Education

***Education Specialist (EdS)
Program Handbook
(2021-2023)***

The purpose of this handbook is to provide information pertaining to the education specialist degree. It is the responsibility of the student to be familiar with the contents of the College of Graduate Studies bulletin regarding graduate policies and procedures at Austin Peay State University (APSU). In addition, read all program, department, college, and university emails and announcements. Any changes will be communicated through your APSU email.

Education Specialist (EdS) Degree

The Education Specialist program provides students with a degree beyond their master's while conducting original research (i.e., field study). This Education major has concentrations in Administration and Supervision (licensure or non-licensure options), Elementary Education, and Secondary Education. The administrator licensure track requires 39 credit hours; the other options require 30 credit hours.

Program Requirements

Although each concentration has different course requirements, all EdS students are required to conduct, defend, and submit a field study. Additionally, you must purchase LiveText software, which can be obtained at the bookstore or at <https://www.livetext.com/>. Below are the course requirements for each concentration. The course descriptions are hyperlinked on the EdS page of the graduate bulletin: [click here](#)

Administration and Supervision concentration (with administrator licensure)

- EDUC 5612 Computer Applications for School Leaders (3)
- EDUC 5700 Seminar in Educational Leadership (3)
- EDUC 5710 Introduction to School Leadership (3)
- EDUC 5720 Research and Decision Making (3)
- EDUC 5730 Schools and Community Relations (3)
- EDUC 5740 Supervision of Curriculum and Instruction (3)
- EDUC 5750 School Finance and Business Management (3)
- EDUC 5760 Human Resources Administration (3)
- EDUC 5770 Administration of Special Services Program (3)
- EDUC 5780 School Law and Ethics (3)

These courses must be taken in the following order to properly guide the completion of your field study:

- EDUC 6030 Statistics for Educational Research (3)
- EDUC 6050 Seminar on Research (3)
- EDUC 6990 Field Study (3)

Administration and Supervision concentration (without administrator licensure)

- EDUC 5611 Educational Computer Applications (3)
- EDUC 6100 Personal Administration and Professional Negotiations (3)
- EDUC 6200 Seminar on Leadership and Organizational Theory (3)
- EDUC 6800 Seminar on Teacher Effectiveness (3)
- EDUC 6900 Internship in Administration (6)*

*meet with the graduate coordinator to complete the Internship Verification form.

These courses must be taken in the following order to properly guide the completion of your field study:

- EDUC 6030 Statistics for Educational Research (3)
- EDUC 6050 Seminar on Research (3)
- EDUC 6990 Field Study (3)

Elementary Education or Secondary Education concentration

- EDUC 6500 Curriculum Improvement and Construction (3)
- EDUC 5611 Educational Computer Applications (3)

Select six hours from following group of courses with an emphasis in special education, diversity, and/or learning theory:

- EDUC 6450 Issues in Comparative Education (3)
- EDUC 6800 Seminar on Teacher Effectiveness (3)
- PSY 5140 Advanced Educational Psychology (3)
- PSY 5320 Learning and Behavioral Disorders (3)
- SPED 5750 Classroom Management of Disabled Learners (3)
- SPED 6550 Special Education Law (3)

Electives (9 graduate hours in a content area)

These courses must be taken in the following order to properly guide the completion of your field study:

- EDUC 6030 Statistics for Educational Research (3)
- EDUC 6050 Seminar on Research (3)
- EDUC 6990 Field Study (3)

Field Study

The field study is an original research project and the culmination of your EdS degree. The findings of your field study should be a unique and novel contribution to the literature in your field. An electronic copy of the field study, prepared according to APSU "Thesis and Dissertation Manual: Instructions for the Preparation of Theses and Dissertations," must be accepted by the College of Graduate Studies prior to graduation.

Field Study Course Sequence

Choose a field study topic that is relevant to your area of interest or current work context. Work with your field study chair to refine and narrow your topic to make it a researchable problem. You will learn about statistical analysis in EDUC 6030/Statistics for Educational Research. It is helpful, but not required, for you to have a topic in mind before taking this course.

EDUC 6030: This course prepares students to conduct research and engage in scholarly activities by providing a clear understanding of descriptive and univariate inferential statistics. This course will prepare students to gain a level of independence that will allow good performance in any computer applications course required for the education specialist or doctoral degree.

The next course in the field study sequence is EDUC 6050/Seminar on Research, in which you will complete the first three chapters of your field study proposal. Chapter 1 introduces your problem of practice, Chapter 2 is a thorough review and synthesis of the research literature, and Chapter 3 is your proposed field study methodology.

EDUC 6050: This course is designed to update educators on latest research in areas of concern (e.g., instruction, curriculum, management)

The final course of the program is EDUC 6990/Field Study. In this course you will (1) receive Institutional Board approval from APSU and your study site(s) to conduct research, (2) collect and analyze data, (3) write up your results and discussion chapters, (4) successfully defend your field study to your chair and committee.

EDUC 6990: Provides a field research in an area related to the student's specialization. The research topic must be approved in advance by the candidate's graduate committee. Guides to assist students in preparing a research proposal are available in the Education department.

If you do not complete your field study during EDUC 6990, you must enroll in EDUC 5991/Research Require Completion course for each subsequent semester that you are working with your field study chair to complete program requirements.

EDUC 5991: For students not fulfilling graduate school research literacy requirement within one year after scheduled completion of thesis, field study report, research project paper, or research literacy paper. Enrollment required each subsequent semester until research requirement is met.

Field Study Process

1. Once you have passed 21 required core credit hours, meet with the graduate coordinator to determine a suitable field study chair. Register for EDUC 6030 if you have not already done so.
2. Meet with your chair to select a topic for your field study and to select two field study committee members, who will help guide and evaluate your research. Your chair and at least one committee member must be APSU COE faculty; all must have graduate faculty status.

Note: In some cases, the committee may determine that your research is not ready to defend. It is important to recognize the value of diverse opinions in the research process; intellectual stimulation is dependent upon it. Constructive criticism and feedback are part of the process. Moreover, committee members have both the right and responsibility to raise objections and seek changes to a field study that does not meet program expectations.

3. Once your field study committee approves your research topic, you will develop your field study proposal (i.e., the first three chapters of your field study). Meet with your committee members so they can ask pertinent questions and offer advice for improving the field study proposal prior to seeking Institutional Review Board (IRB) approval. Register for EDUC 6050, if you have not already done so.
4. Before conducting your study, you must complete the Collaborative Institutional Training Initiative (CITI) and receive APSU IRB approval. CITI information can be found [here](#). IRB guidelines and forms can be found [here](#). Your chair must submit the IRB application on your behalf; your CITI certificate must be submitted along with the application. You also need written approval to conduct research at your study site, if applicable. **You cannot begin data collection until you have successfully completed this training and received notice from the IRB that your application has been approved.**

Note: Once you and your chair have determined the kind of data you will need for your field study, communicate with the appropriate study site personnel to determine that you can, in fact, be granted access to this data. This initial approval will allow you to proceed with your topic while not wasting time proposing a study for which you cannot access data.

5. Register for EDUC 6990 to conduct, write up, and defend your study. Your chair will advise you as to when you are ready for your defense (see Appendix A).
6. You must maintain continuous enrollment until the field study is defended and accepted by the College of Graduate Studies. See Appendix B for the complete graduation checklist.

Frequently Asked Questions

- **What do I need to know to get started?**
 - Watch this Prezi by the College of Graduate Studies for help with OneStop, Financial Aid, D2L, Student Services, Parking, and Course Registration: [click here](#)
- **Who is my advisor?**
 - The graduate coordinator is the advisor for all EdS students. Schedule an appointment with the graduate coordinator immediately upon being accepted into the EdS program and at the beginning of each semester to determine your progress toward licensure and/or graduation. Once you have a field study chair, maintain contact with the graduate coordinator, to ensure you take the correct courses, in the correct sequence.
- **How do I get a field study chair and committee?**
 - Prior to taking EDUC 6030/Statistics for Educational Research, meet with the graduate coordinator to be assigned a field study chair. Your field study chair will work with you to find two field study committee members based on your topic of study.
- **What else do I need to know?**
 - You are responsible for knowing all College of Graduate Studies policies and guidelines: [click here](#)
- **What if I am ready to graduate?**
 - Use the Graduation Checklist form, provided by the graduate coordinator, to ensure you have completed all program requirements. Pay particular attention to Degree Works. If there are discrepancies regarding the courses taken, contact the graduate coordinator for help. You must have successfully defended and submitted your field study prior to graduation. Additionally, you must have a cumulative program and overall APSU 3.0 grade point average to be eligible for graduation.
- **I am in the Administration and Supervision concentration, licensure option. How do I obtain administrator licensure from the state?**
 - Once you have completed your 5000-level licensure coursework and passed the Praxis exam, contact the graduate coordinator to get this documentation submitted to the state.

EdS Program Contacts

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Appendix A

Field Study Defense Protocol

Scheduling the Defense

Once the field study document is nearing readiness, the student and chair should discuss potential defense dates and times. The student is responsible for determining a day and 1-hour block of time that is compatible with all committee members' schedules; plan ahead to get the preferred day and time. The student is responsible for sending an Outlook invitation to the committee after scheduling the use of a room, if face-to-face, and/or including a Zoom link and passcode (provided by the chair).

Submission of Defense Document to Committee

The field study research document should not be submitted to the committee until the field study chair has reviewed the document and agrees that it is ready to be defended. The student should send the completed field study document to the committee a *minimum of 2 weeks* prior to the defense date. The document should be formatted according to the APSU College of Graduate Studies [Thesis and Dissertation Manual](#).

Preparation for the Defense Presentation

At least 1 week prior to the defense, the student should provide the chair with a draft of the defense presentation for feedback. The student and chair should meet to (1) practice the revised presentation and (2) discuss potential questions that might be encountered during the defense. The student's presentation should do the following:

- Clearly articulate, provide a rationale for, and contextualize the Problem of Practice and a theoretical and/or conceptual framework;
- Present components of the literature synthesis to make a logical argument for the need for the study;
- Discuss a methodologically sound research design and state the research questions; and
- Present results, discussion, conclusions, limitations and delimitations, and implications for future research and practice.

Committee Attendance at Defense

All members of the field study committee must be present for the defense, whether in person, or virtually (i.e., Zoom, but not by phone). In the event that a committee member is not available for a student's defense, a substitute will be assigned by the graduate coordinator but it must be in time for them to have read the student's defense document. Guests may attend the presentation segment of the final field study defense but may not be in the room during the oral examination or deliberation segments.

During the Defense

The defense should follow the guidelines below to include presentation, oral examination, and deliberation components.

1. The committee gathers and asks the student (and guests, if applicable) to leave the room. The committee briefly discusses general feedback and any concerns committee members may have regarding the defense moving forward. This information should also be conveyed to the field study chair via email in advance of the defense.
2. The chair outlines the protocol for the defense. This should include the way in which committee members will be invited to pose questions and the collection of written committee feedback during the defense that will be shared with the student at the conclusion of the defense. The field study committee chair takes notes for the student during the defense.
3. The student **presents** the completed field study during a 20- to 30-minute Power Point presentation.
4. At the completion of the presentation, guests are asked to leave (if applicable).
5. The field study committee commences with the **oral examination** segment of the by asking questions to probe the student's written and oral presentation of the completed field study. The field study chair will take notes on questions and suggestions so the student can focus on the examination.
6. When the committee has completed the oral examination, the chair concludes this part of the defense and asks the student to leave the room. The committee **deliberates** on the quality of the written and oral defense resulting in one of the following ratings, which is documented on the EdS Oral Defense form:
 - a. *Approved* - minor revisions are required.
 - b. *Conditionally Approved* – substantial revisions are required. The student works with the chair to ensure that all requested changes have been made and then the student sends the revised document to the committee for review.
 - c. *Not Approved* – student makes revisions suggested by committee and schedules another field study defense.
7. The student is invited back after the committee's deliberations and the chair provides the committee's feedback and decision.
8. Once any revisions are completed to the satisfaction of the committee, the committee members sign the EdS Verification of Degree form. The chair signs the Verification of EdS Completion form only after the student has made all requested revisions and verifies that the field study has been uploaded to the library.
9. Completed forms are emailed to the graduate coordinator to secure signatures from the department chair, the dean of the Eriksson College of Education, and the dean of Graduate Studies, who will then forward to the Registrar's Office.

Appendix B

EdS Graduation Checklist

1. Apply for graduation* through the university website at the beginning of the semester you plan to graduate: <https://www.apsu.edu/commencement/applytograduate.php>
2. Check Degree Works to verify that program requirements have been fulfilled.
3. Check with the Graduate Coordinator to determine if your program requirements have been fulfilled and all substitution forms have been filed.
4. The following items are to be completed prior to graduation:
 - ___ CITI Training (certificate submitted with IRB application)
 - ___ IRB approval email (sent to graduate coordinator by chair)
 - ___ Record of EdS Oral Defense form, signed by committee
 - Schedule your defense **at least 6 weeks** prior to graduation to have time for revisions, edits, and formatting.
 - Submit your field study to ProQuest **at least 2 weeks** prior to graduation. COGS will review format and notify the graduate coordinator of acceptance to the library.
 - ___ EdS Verification of Degree form, signed by committee
 - The coordinator will send a copy to the College of Graduate Studies, who will sign and forward to the registrar.
 - ___ Send final version of field study to the committee (the version that was accepted by the library)

*Note: Discuss your expected graduation date with your chair, as there is a fee if you need to switch to a later semester. Ensure that you will have all documents submitted prior to the university and College of Graduate Studies deadlines.

Your graduation application is considered complete when all required forms have been submitted to the graduate coordinator. Direct any questions to your chair and/or the graduate coordinator.