

# Doctoral Handbook

Program of Applied Technology  
and Performance Improvement

## Scholarship Guidelines for Doctoral Students



### **The GRADUATE FACULTY**

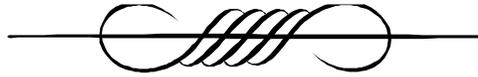
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Additional contact information can be obtained at:

[lt.unt.edu/faculty\\_staff](http://lt.unt.edu/faculty_staff)



### **NATURE OF THE DOCTORATE**

The Applied Technology and Performance Improvement doctoral degree is in the Department of Learning Technologies and is offered through the College of Information and the Toulouse School of Graduate Studies at The University of North Texas. The doctoral degree is designed to reflect the multidisciplinary nature of human resource development, workforce innovation, performance improvement, and career and technical education. Requirements are flexible enough to allow for a wide range of professional interests and experiences. Building upon a framework of core knowledge, students may work with his/her committee to design doctoral program of study that reflects their professional interest area.

The program assumes a proactive stance on the part of the learner, and further assumes that the doctoral student is capable of planning a graduate degree program suitable for their professional goals and objectives. Students are expected to demonstrate a high level of personal initiative and academic inquiry. Assistance, information, and encouragement in designing the doctoral program are available from the student's major professor, committee, and other members of the graduate faculty. The doctoral program has been established to allow interaction between the student and the graduate faculty but places primary responsibility for success in completing the program directly on the student.

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*The handbook policies and procedures are written within the framework and guidelines provided by the University of North Texas, Toulouse School of Graduate Studies and the College of Information. In cases where the program has identified more stringent, or specific, policies and procedures than the Graduate School and College of Information, the program's doctoral handbook is to be followed. In the absence of information presented in the program's handbook, please refer to the University of North Texas Graduate Catalog.*

*Comments, suggestions, and clarifying language should be sent to the Program Coordinator or Professor-in-Charge. This is a living document that should be a tool for graduate students and faculty to use for successful and strong doctoral degree programs. The many past and future contributions to this handbook, from students and alumni are appreciated and valued.*

## **DOCTOR OF PHILOSOPHY**

The Doctor of Philosophy (Ph.D.) is offered to prepare persons for careers as a scholar or scholar-practitioner. This degree program is oriented toward developing research skills and encompasses a variety of methodologies. It should be supported by a strong minor that emphasizes and expands a student's leadership perspectives.

Degree program requirements can be obtained at:  
[lt.unt.edu/doctorate](http://lt.unt.edu/doctorate)

## **AA/EOE/ADA**

It is the policy of the University of North Texas not to discriminate on the basis of race, color, religion, sex, age, national origin, disability (where reasonable accommodations can be made), disabled veteran status or veteran of the Vietnam era status in its educational programs, activities, admissions or employment policies. In addition to complying with federal and state equal opportunity laws and regulations, the university through its diversity policy, declares harassment based on individual differences (including sexual orientation) inconsistent with its mission and educational goals. Direct questions or concerns to the equal opportunity office, (940) 565-2456, or the dean of students, (940) 565-2648. TTY access is available through Relay Texas: (800) 735-2989 ([www.unt.edu/ada.htm](http://www.unt.edu/ada.htm)).

Other links:

[Equity and diversity](#) | [Equal opportunity](#) | [Multicultural Center](#) | [Office of Disability Accommodation](#)

## **ADMISSIONS**

Acceptance into the [UNT Toulouse School of Graduate Studies](#) does not guarantee acceptance into a doctoral program. Admission to a degree program can only be initiated *after* the applicant meets or exceeds all graduate school requirements.

The number of students admitted each year depends upon an assessment of the ability of the department's graduate faculty to supervise previously admitted doctoral students, as well as the ability to supervise newly admitted students. Therefore, the number of doctoral students and doctoral candidates (dissertation stage) is monitored to help establish a level of admission for new students. A 12:1 ratio of faculty to students is the

maximum capacity of the doctoral program based on the previous experience of faculty and students.

The program graduate faculty determines the unconditional acceptance of individual students into the doctoral program. This determination is made through an admissions portfolio. The application portfolio is that applicant's opportunity to professionally present him/herself to the graduate faculty. The admissions portfolio process is utilized to determine a student's readiness to enter and succeed in the doctoral program. Most importantly, it allows the graduate faculty to determine if the department's degree programs are the best match for the candidate's background, academic ability, and future career goals. Upon request, the student may be required to interview with the faculty prior to admission to determine best-fit.

A detailed explanation of the program portfolio admissions procedures is available at:

[lt.unt.edu/doctorate/atpi\\_admission\\_procedure](http://lt.unt.edu/doctorate/atpi_admission_procedure)

*Note: Unconditional admission to the doctoral program must be approved by a majority of the degree program graduate faculty. This vote remains confidential.*

### **LEVELING COURSES**

Doctoral students may be required to complete leveling courses to support the philosophical, research, or theoretical foundations needed to begin the doctoral program. These leveling courses are based on written evidence of the student's previous academic preparation and work experience, as judged by the Professor-in-Charge of the degree program in consultation with the Program Coordinator.

*Note: Leveling courses are assigned in consultation with the professor-in-charge of the doctoral program during the admissions process.*

### **INTERNSHIP GUIDELINES**

Students who might not have met the relevant work experience for admission to the program will be required to complete (at minimum) 200 hours of internship work per 3 hour course. Students must keep and submit a time log to the Program Coordinator. Prior to enrollment in internship credit hours, you must send the Program Coordinator a one to two page letter describing your internship activities, supervisor's full contact information, and also describe any deliverable item(s). The internship must be directly related to your program and career goals. Internship credit will not be given for activities done as part of your regular job function.

### **COURSEWORK**

The approved doctoral degree plan is the official document of the graduate school that outlines the courses that a student must take in order to obtain the degree sought. Upon

unconditional acceptance into the doctoral program, the student must select, in consultation with the Professor-in-Charge, a major professor from the program's graduate faculty. The major professor, in consultation with the doctoral committee will develop an official degree plan to file with the graduate school. All subsequent requests for degree plan changes must be approved in writing by the major professor and submitted to the graduate school for approval. It is strongly recommended, by the graduate school, that the degree plan be filed by the end of the first semester of enrollment.

A student's major professor assists the student in choosing a doctoral committee and completing course requirements. In most cases, the major professor will continue to serve as the student's dissertation advisor.

Most full-time doctoral students complete their coursework in approximately 1 ½ - 2 years. Most part-time doctoral students complete their coursework in approximately 3 - 4 years. This is, of course, dependent upon course availability and the student's course load.

The program graduate faculty have assisted students in completing a quality doctoral program in as little as three years. The graduate faculty has also witnessed students struggle to meet the eight year time limit of the graduate school.

Four to six years is a typical doctoral completion time if a student is steadily working on courses and dissertation. Candidates are expected to secure a copy of the graduate catalog ([www.unt.edu/catalogs](http://www.unt.edu/catalogs)) and are responsible for following all the rules and regulations of the University of North Texas pertaining to the doctoral program.

### **PORTFOLIO PREPARATION**

In addition to degree course work, students are required to complete an approved doctoral portfolio of work prior to admission to doctoral candidacy. This portfolio is presented during the last semester of course work and is considered a culminating project in place of a traditional comprehensive or qualifying exam ([lt.unt.edu/pdf/ATPIDoctoralPortfolioRequirements.pdf](http://lt.unt.edu/pdf/ATPIDoctoralPortfolioRequirements.pdf)).

Specific activities or participation will vary from student to student depending on the individual's future goals and previous experiences. The first outcome of the activities is the creation of the student's doctoral portfolio. Portfolio items should be completed by the student while enrolled in the ATPI program.

This preparation will allow the student to transition to their doctoral dissertation. For the doctoral portfolio, there are three primary categories of activities (Research Scholarship, Teaching Scholarship, and Service Scholarship). Categories and outcomes of the portfolio should correlate directly to the increasing quality of your curriculum vitae.

## **RESIDENCY REQUIREMENTS**

Every candidate for the doctoral degree must complete the appropriate residency requirements at UNT. The UNT minimum residency requirements consist of two consecutive long semesters at UNT with a minimum of 9 graduate hours OR three consecutive long semesters at UNT with a minimum of 6 graduate hours.

Residency is not required, nor counted, during the summer semester.

## **DOCTORAL DISSERTATION ENROLLMENT**

Doctoral Candidates (i.e., those who have successfully passed the portfolio requirements) must be continuously enrolled in dissertation studies (6950) until the completion of their doctoral defense. Students are required by the department to enroll in a minimum of three semester credit hours in the Fall and Spring semesters.

Summer is optional and dependent on the availability of faculty. Faculty are not on contract during the summer and their availability is very limited. Students should not have an expectation of faculty advisement or committee work during the summer semester.

## **SATISFACTORY PROGRESS**

Doctoral students are expected to manage their own educational progress. The student's major professor, committee, Professor-in-Charge, members of the graduate faculty, and Program Coordinator are available to assist students in finding avenues of needed support. However, the student must be proactive in seeking this counsel and support.

**IMPORTANT:** Students are responsible for satisfactory progress toward the completion of their doctoral program. A student who fails to make satisfactory progress will be removed from the doctoral program.

*Extenuating circumstances may exist that hinder a student's ability to complete their doctoral program in a timely manner. The major professor must be informed as soon as possible by the student of circumstance that hinder progress. The student MUST obtain written approval from the major professor and paperwork must be filed in the student's records. This provides written evidence that the Program Coordinator can use to make exception to unsatisfactory progress.*

The student will be notified, in writing, by the Program Coordinator of their removal from the program at the last address filed with the University. Such notification will cite the reason(s) for removal. Students can appeal this decision using the process described in this document.

### **Coursework Progress**

- Students must have an approved degree plan filed with the graduate school *no later than two long semesters* of admission to the doctoral program.

- Students must provide a *written update* of their doctoral program progress to their major professor at the beginning of each long semester.
- Students must remove any incomplete grades *within one year* after receipt of the incomplete and *no later than 30 days after completion of the final semester* of course work.
- Students cannot accumulate *more than six semester hours* of incompletes during the degree program.
- A student cannot accumulate *more than two* grades of C or below, or three W or WF grades.
- A portfolio for doctoral candidacy must be approved by the *end of the fourth year* of admission to the doctoral program.

### Doctoral Candidacy (Dissertation) Progress

- Doctoral candidates must provide *written update* of their dissertation progress to their major professor at the beginning of each long semester.
- Doctoral candidates must be *enrolled continuously* in dissertation credit hours (ATTD 6950) each long semester until completion of doctoral studies. This is a Graduate School requirement. Failure to enroll for two semesters will result in program removal.
- A dissertation proposal must be approved *by the end of the fifth year* of admission to the doctoral program. If a longer period of time is necessary, the student must receive **PRIOR** written approval for an extension from their major professor. This should include a plan for submission within one year.
- A dissertation defense must be approved by the *end of the seventh year* of admission to the doctoral program. If a longer period of time is necessary, students must receive written approval for an extension from their major professor.
  - Students not defending by the end of the seventh year must file a detailed one year doctoral program plan with the Program Coordinator. This plan must be approved by the major professor.
- Eight (8) years is the maximum amount of time allowed to complete a doctoral degree program at the University of North Texas. The College of Information Graduate Affairs Committee makes the final determination of a time-extension request and, if approved at the College level, forwards a recommendation to the Graduate School for final approval. The program will *not support* an extension of the student's doctoral program without extreme educational or personal circumstances that are fully documented by the student and supported by the student's major professor.

### ADDITIONAL EXPECTATIONS

- The faculty prescribes to the Academy of Human Resource Development's standards on **Ethics and Integrity**, and **Graduate Program Excellence**. It is expected that the student will exhibit high standards of professional behavior, fulfilling all responsibilities of a doctoral student, understanding and demonstrating collegial behavior toward faculty, support staff, and peers.

- Students are expected to meet all University expectations as presented in the guidelines provided by the Dean of the Graduate School and this handbook.
- Furthermore, doctoral students are expected to attend all activities deemed appropriate and part of a doctoral education by faculty, and attendance will be considered in the evaluation of satisfactory progress. For further information on graduate school policies: <http://www.unt.edu/catalog/grad/policies.htm>

#### **LEAVE OF ABSENCE**

If, during any long (Fall or Spring) semester, a doctoral student does not enroll in any approved course work or dissertation credits, he/she must provide written notice and receive *advanced* approval from their major professor. Otherwise, the student will be placed on inactive status. After two long semesters in sequence of inactive status, the student will be removed from the doctoral program. Extenuating circumstances may be considered and must be approved in advance by the student's major professor (e.g., military service, extended illness).

#### **WITHDRAWAL**

Students who intend to withdraw from the program should provide written notification indicating their intent to withdraw to their major professor, the Program Coordinator, and the Dean of the Graduate School.

#### **APPEALS FOR PROGRAM REMOVAL**

A student may appeal their removal from the doctoral program by petitioning to the Program Coordinator within 30 days of the notification or attempted notification of the student's removal at the last address filed with the University. Such notification will cite the reason(s) for removal.

From the UNT Catalog: "It is the responsibility of the student to provide correct permanent and local mailing address information at all times and on all documents at the university. Failure to do so constitutes a breach of the Code of Student Conduct. Students who change their mailing address must notify the Registrar's Office by calling 940-565-2111 or update their address at [my.unt.edu](http://my.unt.edu)."

The program graduate faculty may:

1. Concur that removing the student is in the best interest of the student, faculty, staff and the doctoral program.
2. Recommend that the decision to remove the student from the doctoral program be rescinded. Re-admittance to the doctoral program must be approved by all of the voting graduate faculty – including the major professor. The student's major professor will serve as the student's advocate in the appeal.
3. Re-admission to the program will likely include strict requirements for satisfactory progress and specific deadlines for completing the program.
4. The discussion and individual voting will remain confidential.

## QUALITY OF DISSERTATION RESEARCH

The following points should be used to guide dissertation research by students completing a doctoral degree. If each point is not met, the dissertation will be judged inappropriate for dissertation research. The dissertation should:

- *follow a rigorous comprehensive process of scientific investigation;*
- *contribute original research to the broad fields of human resource development or workforce education; and*
- *support, refute, or contribute new knowledge to existing research literature in the broad fields of human resource development or workforce education.*

The methodology to be employed in a research effort depends upon the nature of the problem and situational constraints. One kind of methodology is no better than another if used appropriately and correctly. In evaluating the dissertation proposal, the “purpose of study”, “hypotheses or research questions”, “literature review”, and “methodology” sections of a research proposal should be examined by the student, committee chair, and committee members utilizing the above philosophical guidelines of rigor, originality, and contribution to the fields of human resource development or workforce education. In addition, at the dissertation defense, the “findings” and “discussion/recommendations” sections of the completed dissertation should encompass the above philosophical guidelines of rigor, originality, and contribution to the fields of human resource development or workforce education.

## MENTORING

The program graduate faculty is committed to providing positive mentoring experiences for all doctoral students. Mentoring can include supervised guidance in all phases of the student's course work, dissertation, and professional development. The student's major professor typically serves as the student's mentor. However, any graduate faculty can assist a student in this role.

## RESEARCH OPPORTUNITIES

Doctoral students are encouraged and are expected to participate in research and professional activities conducted by the program. Research scholarship, teaching scholarship, and service scholarship are viewed as integral parts of the student's professional development and is critical to successful completion of the doctoral portfolio and degree program.

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## Contributions/Additional Information

UNT Office of Disability Accommodations ([www.unt.edu/oda/](http://www.unt.edu/oda/))  
 UNT Toulouse School of Graduate Studies ([tsgs.unt.edu/index.htm](http://tsgs.unt.edu/index.htm))

