

# The University of Tennessee

**College of Education, Health and Human Sciences**

**The Department**

**of**

**Theory and Practice in Teacher Education**



## **Graduate Student Handbook 2016—2017**

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# Welcome from the Department Head

Welcome to graduate study in the Department of Theory and Practice in Teacher Education (TPTE) at The University of Tennessee. TPTE is a large and diverse department with masters and educational specialist degree programs, and three doctoral level concentrations with specializations under those concentrations. We also offer endorsements in the literacy education program area and distance education programs in gifted education and in STEM education. No matter what content or degree program you have chosen to study, I trust that you will find your time with us challenging and rewarding. Graduate studies provide an opportunity to explore ideas, develop new skills and establish life-long professional relationships. All TPTE faculty are dedicated to furthering the knowledge base on effective education. The TPTE faculty resemble a large and well-rounded K-12 school faculty, with almost all content and specialty areas represented. Among the faculty, you will find experts in research design ranging from single-subject designs to group quantitative studies to qualitative studies. You will find internationally-known experts in the fields of literacy education and mathematics education. You will find science and social science educators with a passion for the pedagogy of their subject matter. You will find faculty who remind us to take a global view of the world around us, with expertise in world languages and English language learning education. You will find creativity and passion within our ranks in the form of faculty immersed in child and adolescent literature from around the world, and in art education using a wide array of mediums. And, you'll find faculty with expertise and commitment to educational equity for individuals with disabilities and who are deaf or hard of hearing. The Department includes faculty who stridently seek social equity for children and families living in economically- distressed areas ranging from rural Appalachia, to urban areas in the U.S., to other countries. Please take time to study with and get to know as many departmental faculty as possible and take advantage of the opportunities you'll have to learn from fellow students from various places and cultures. Whether you are from East Tennessee, another part of the country, or another part of the world, welcome on behalf of TPTE faculty and staff.

This Handbook contains information that will help you make a successful transition to and progression through your graduate studies. Please feel free to stop by my office in 204A Jane and David Bailey Education Complex to introduce yourself and let me know how your studies are progressing some time during your program.



Sherry Mee Bell, Ph.D.  
Professor and Head

## Introduction

In order to serve the mission and vision of the Graduate School and preserve the integrity of Graduate Programs at The University of Tennessee, Knoxville, information related to the process of graduate education in each department is to be provided for all graduate students.

Therefore, based on Best Practices offered by the Council of Graduate Schools, it is important that detailed articulation of the information specific to the graduate degrees offered in the Department of Theory and Practice in Teacher Education (TPTE) be disseminated.

The TPTE Graduate Handbook does not deviate from established Graduate School Policies (<http://catalog.utk.edu/index.php>) noted in the Graduate Catalog, but rather provides the specific ways in which those policies are carried out.

### ***Purpose of the Handbook***

Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university. Consequently, graduate students in the Department of Theory and Practice in Teacher Education should be directed to the Graduate Catalog (<http://catalog.utk.edu/index.php?catoid=21>) to *Hilltopics* (<http://hilltopics.utk.edu/>), to the publications on the Appeals Procedure (<http://gradschool.utk.edu/graduate-student-life/understanding-your-rights-and-obligations/>) and the Policy for Administration of Graduate Assistantships ([http://catalog.utk.edu/content.php?catoid=7&navoid=521#poli\\_admi\\_grad\\_assi](http://catalog.utk.edu/content.php?catoid=7&navoid=521#poli_admi_grad_assi)). This latter will provide additional information of importance to the Department's graduate students.

### ***Mission of Theory and Practice of Teacher Education (TPTE)***

The mission of this department is to develop innovative, research based programs for teachers, teacher educators, and educational interpreters; to work in close harmony with schools and educators across the university, in the state, region, nation, and world for the improvement of education and interpreting; to develop leadership in scholarly research and writing; and to participate and assume leadership in professional organizations. The department holds to the conviction that questions of personal and organizational integrity can never be separated from questions of quality and effectiveness.

### ***History of TPTE***

Although teacher education programs have been established at The University of Tennessee for many decades, TPTE as an academic unit is only in its second decade of existence. In 1993, the College of Education restructured the existing academic departments (including Curriculum and Instruction and Special Services Education, the former homes of most of the academic programs now housed in TPTE), into 11 *Units*. The *Unit* governance structure, which was in place between 1993 and 1998, was a part of a major restructuring of the College that also involved reforms to curriculum and instructional approaches. In 1998, the College of Education returned to a traditional departmental structure. The Department of Theory and Practice in Teacher Education was formed as a consolidation of four former *Units*. This consolidation brought together programs in special education, elementary education, secondary education, art education, world language education and English as a Second Language under one umbrella department. In 2002, deaf

education and the educational interpreting program came into the department concurrently with the elimination of the Department of Rehabilitation, Deafness, and Counseling and the merger of the Colleges of Education and Human Ecology. In 2005, the Center on Deafness was moved from Educational Psychology and Counseling into TPTE to unite all deafness-related programs in one academic home. Between 2005 and 2008, programs and faculty in educational administration were also housed in TPTE. In July 2008, these programs and faculty left the department to be in a new Department of Educational Leadership and Policy Studies. TPTE is one of four departments whose faculty comprise the CEHHS Graduate School of Education, the mission of which is to promote the UTK professional education research community and its engagement in the generation and sharing of knowledge designed to improve student opportunity, achievement, and success.

***TPTE Departmental Structure for Graduate Administration***

The Department Head, Dr. Sherry Mee Bell, is the head administrator for TPTE. The Graduate Program Director, Dr. Amy Broemmel, along with Dr. Bell, oversees all of the graduate admissions in the Department. Dr. Amos Hatch chairs the TPTE Doctoral Faculty meetings. Contact information for Dr. Bell, the two Associate Department Heads, and their respective staff members, appears below.

Dr. Sherry Mee Bell, Department Head ([sbell1@utk.edu](mailto:sbell1@utk.edu)), Bailey Education Complex (BEC) 204, 974-6228 (Teresa Allmon, [tallmon@utk.edu](mailto:tallmon@utk.edu))

Dr. Amy Broemmel ([broemmel@utk.edu](mailto:broemmel@utk.edu)), Associate Department Head and Director of Graduate Studies, BEC 221, 974-5448 (Patti Fagg, [pfagg@utk.edu](mailto:pfagg@utk.edu))

Dr. David Cihak ([dcihak@utk.edu](mailto:dcihak@utk.edu)), Associate Department Head and Director of Undergraduate Studies, BEC 412, 974-3425 (Karen Walker, [karenw@utk.edu](mailto:karenw@utk.edu))

Contact information for all faculty members (organized by their primary Graduate Program Areas) and their respective support staff in the Department, appears in the following section.

***Faculty and Staff in Theory and Practice in Teacher Education***

***\*doctoral faculty***

<b>Graduate Program Area Faculty</b>	<b>Faculty E-mail</b>	<b>Faculty Office</b>	<b>Staff Phone</b>	<b>Staff Contact &amp; Office</b>
<b>Art Education</b>				
Joy Bertling	<a href="mailto:jbertlin@utk.edu">jbertlin@utk.edu</a>	BEC 109	974-2431	Charlotte Gossett BEC 111
Martha Robbins		BEC 110	974-2431	Charlotte Gossett
<b>Education of the Deaf/Hard of Hearing</b>				
*Jeffrey Davis	<a href="mailto:jdavis49@utk.edu">jdavis49@utk.edu</a>	BEC 218	974-2321	Vicki Church BEC 226
Carol LaCava	<a href="mailto:clacava@utk.edu">clacava@utk.edu</a>	BEC 219	974-2321	Vicki Church
*David Smith	<a href="mailto:dsmit147@utk.edu">dsmit147@utk.edu</a>	BEC 213	974-2321	Vicki Church
Brenda Stephenson	<a href="mailto:bsimmon1@utk.edu">bsimmon1@utk.edu</a>	BEC 211	974-2321	Vicki Church

Michelle Swaney	<a href="mailto:mswaney@utk.edu">mswaney@utk.edu</a>	BEC 212	974-2321	Vicki Church BEC 226
*Kimberly Wolbers	<a href="mailto:kwolbers@utk.edu">kwolbers@utk.edu</a>	BEC 214	974-2321	Vicki Church

Academic Program Area Faculty	Faculty E-mail	Faculty Office	Staff Phone	Staff Contact & Office
<b>Elementary ED</b>				
*Amos Hatch	<a href="mailto:ahatch@utk.edu">ahatch@utk.edu</a>	BEC 420	974-3435	Karen Walker BEC 411
Jennifer Jordan	<a href="mailto:jjorda15@utk.edu">jjorda15@utk.edu</a>	BEC 112	974-5448	Patti Fagg BEC 228
Chonika Coleman-King	<a href="mailto:ccolem21@utk.edu">ccolem21@utk.edu</a>	BEC 415	974-3435	Karen Walker
Kristin Rearden	<a href="mailto:krearden@utk.edu">krearden@utk.edu</a>	BEC 512	974-0068	Pat Flynn
Patty Stinger-Barnes	<a href="mailto:pstinger@utk.edu">pstinger@utk.edu</a>	BEC 406	974-3435	Karen Walker
Nora Vines	<a href="mailto:nvines@utk.edu">nvines@utk.edu</a>	BEC 113	974-5448	Patti Fagg
<b>English ED</b>				
*Clara Lee Brown	<a href="mailto:cbrown26@utk.edu">cbrown26@utk.edu</a>	BEC 405	974-2431	Charlotte Gossett BEC 111
*Susan Groenke	<a href="mailto:sgroenke@utk.edu">sgroenke@utk.edu</a>	BEC 417	974-2431	Charlotte Gossett
*Judson Laughter	<a href="mailto:jud.laughter@utk.edu">jud.laughter@utk.edu</a>	BEC 418	974-2431	Charlotte Gossett
<b>Literacy ED</b>				
*Richard Allington	<a href="mailto:rallingt@utk.edu">rallingt@utk.edu</a>	BEC 209	974-5448	Patti Fagg
*Stergios Botzakis	<a href="mailto:sbotzaki@utk.edu">sbotzaki@utk.edu</a>	BEC 220	974-5448	Patti Fagg
*Amy Broemmel	<a href="mailto:broemmel@utk.edu">broemmel@utk.edu</a>	BEC 221	974-5448	Patti Fagg
*Patricia Davis-Wiley	<a href="mailto:pdwiley@utk.edu">pdwiley@utk.edu</a>	BEC 217	974-5448	Patti Fagg
*Colleen Gilrane	<a href="mailto:cgilrane@utk.edu">cgilrane@utk.edu</a>	BEC 223	974-5448	Patti Fagg
*Anne McGill-Franzen	<a href="mailto:amcgillf@utk.edu">amcgillf@utk.edu</a>	BEC 216	974-5448	Patti Fagg
*Deborah Wooten	<a href="mailto:dwooten1@utk.edu">dwooten1@utk.edu</a>	BEC 224	974-5448	Patti Fagg
<b>Math ED</b>				
*JoAnn Cady	<a href="mailto:jcady@utk.edu">jcady@utk.edu</a>	BEC 407	974-0068	Pat Flynn
*Lynn Hodge	<a href="mailto:lhodge4@utk.edu">lhodge4@utk.edu</a>	BEC 410	974-0068	Pat Flynn
<b>Science ED</b>				
*Mehmet Aydeniz	<a href="mailto:maydeniz@utk.edu">maydeniz@utk.edu</a>	BEC 408	974-0068	Pat Flynn
Barry Golden	<a href="mailto:bwgolden@utk.edu">bwgolden@utk.edu</a>	BEC 404	974-0068	Pat Flynn
Elizabeth MacTavish	<a href="mailto:emactav@utk.edu">emactav@utk.edu</a>	CC 420	974-0068	Pat Flynn

<b>Academic Program Area/Faculty</b>	<b>Faculty E-mail</b>	<b>Faculty Office</b>	<b>Staff Phone</b>	<b>Staff Contact &amp; Office</b>
<b>Social Science ED</b>				
Joshua Kenna	<a href="mailto:jkenna@utk.edu">jkenna@utk.edu</a>	BEC 107	974-2431	Charlotte Gossett BEC 111
Anthony Pellegrino	<a href="mailto:apelleg2@utk.edu">apelleg2@utk.edu</a>	BEC 108	974-231	Charlotte Gossett
*Stewart Waters	<a href="mailto:kwaters2@utk.edu">kwaters2@utk.edu</a>	BEC 106	974-2431	Charlotte Gossett
<b>Special ED</b>				
*Sherry Mee Bell	<a href="mailto:sbell1@utk.edu">sbell1@utk.edu</a>	BEC 204	974-6228	Teresa Allmon BEC 204
*Susan Benner	<a href="mailto:sbenner@utk.edu">sbenner@utk.edu</a>	CC 337	974-6638	Diane Booker CC 336A
*David Cihak	<a href="mailto:dcihak@utk.edu">dcihak@utk.edu</a>	BEC 412	974-3435	Karen Walker BEC 411
*Mari Beth Coleman	<a href="mailto:mbc@utk.edu">mbc@utk.edu</a>	BEC 416	974-3435	Karen Walker
Joan Grim	<a href="mailto:jgrim2@utk.edu">jgrim2@utk.edu</a>	BEC 413	974-3435	Karen Walker
Tara Moore	<a href="mailto:tmoorepa@utk.edu">tmoorepa@utk.edu</a>	BEC 409	974-3435	Karen Walker
Yujeong Park	<a href="mailto:ypark11@utk.edu">ypark11@utk.edu</a>	BEC 414	974-3435	Karen Walker
Donna Alderman	<a href="mailto:dalderm1@utk.edu">dalderm1@utk.edu</a>	BEC426	974-3435	Karen Walker
*Robert Rider	<a href="mailto:brider@utk.edu">brider@utk.edu</a>	CC 335	974-2201	Beth Huemmer CC 335
<b>Educational Technology</b>				
*Blanche O'Bannon	<a href="mailto:bobannon@utk.edu">bobannon@utk.edu</a>	CC 445	974-3435	Karen Walker BEC 411

The following section presents all TPTE faculty (in alphabetical order by last name), their academic ranks, TPTE academic program areas and individual research interests. Graduate students may find this information helpful as they select faculty to guide them in their graduate study.

### ***Faculty Profiles/Research Interests***

**Dr. Richard Allington**, *Professor, Literacy Education*

Reading and learning disabilities, classroom instruction, education and literacy policy, literacy leadership and administration

**Dr. Mehmet Aydeniz**, *Associate Professor, Science Education*

Assessment of student learning in science, science teachers' pedagogical content knowledge, college science teaching and professional development of science teachers

**Dr. Sherry Mee Bell**, *TPTE Department Head, Professor, Special Education*

Assessment and instruction, particularly for students with learning disabilities, reading disabilities/dyslexia, struggling readers of all ages, and attributional style

**Dr. Susan Benner**, *Professor, Director of the Graduate School of Education and Associate Dean for Professional Licensure, 337 Claxton Complex, 1122 Volunteer Boulevard, Knoxville, Tennessee 37996-3400. Phone: (865) 974-6638.*

**Dr. Joy G. Bertling**, *Clinical Assistant Professor, Art Education*

Intersection of art education and ecological concerns, the potential of image-based research methods

**Dr. Stergios G. Botzakis**, *Associate Professor, Literacy Education*

Secondary education, adolescent literacies, popular culture, media literacy

**Dr. Amy Broemmel**, *Associate Professor, Literacy and Elementary Education*

Elementary literacy, reading teacher education, teacher education

**Dr. Clara Lee Brown**, *Associate Professor, ESL Education*

Content-based ESL curriculum and instruction to enhance ESL students' academic language, literacy development of English language learners, bilingual identity formation, heritage language maintenance, assessment equity for English language learners in large-scale assessment, and for special education placement

**Dr. JoAnn Cady**, *Professor, Mathematics Education*

Teacher beliefs and their relationship to instructional practices in mathematics and developing mathematical pedagogical content knowledge

**Dr. David Cihak**, *Professor, Special Education*

Effective instructional and behavioral strategies, specifically video, augmented, mobile, and context-aware technologies for improving educational, functional, and social/communicative outcomes for students with intellectual disability and autism in classroom and community settings

**Dr. Mari Beth Coleman**, *Associate Professor, Special Education*

Assistive technology and instructional strategies for promoting social and academic learning for students with disabilities

**Dr. Chonika Coleman-King**, *Assistant Professor, Urban-Multicultural Education*

Race-centered curriculum development and implementation, teacher preparation for diverse contexts, and the experiences of Black immigrant and Black American youth in U.S. schools.

**Dr. Jeffrey Davis**, *Professor, Educational Interpreter Program, Education of the Deaf and Hard of Hearing*

Deaf studies education, linguistics, English as a Second Language, ethnographic approaches to field work, various aspects of language in society, intercultural communication

**Dr. Patricia Davis-Wiley**, *Professor, World Languages and ESL Education*

The impact of the study of world languages on academic achievement, early L2 acquisition issues, WL and ESL research and pedagogy, the integration of innovative technology in second language instruction, L2 study for students receiving special education services, and content-enriched FLES

**Dr. Colleen Gilrane**, *Associate Professor, Elementary/Language Arts Education*

Literacy and teacher education

**Dr. Barry Golden**, *Assistant Professor of Science Education*

Climate change education, conceptual change, scientific argumentation in K-12 schools, inquiry-based science teaching, nature-of-science/philosophy of science and pre-service teacher education

**Joan Croce Grim**, *Senior Lecturer, Special Education*

Education of students with mild to severe disabilities, early childhood special education.

**Dr. Susan Groenke**, *Associate Professor, English Education*

Exploring effective strategies for facilitating democratic dialogue and critical thinking skills through the reading of young adult literature and online discussion about literature

**Dr. Amos Hatch**, *Professor, Urban Multicultural Teacher Education*

Qualitative research, early childhood education, urban teacher education

**Dr. Lynn L. Hodge**, *Associate Professor, Math Education*

Equity and identity in mathematics education

**Dr. Jennifer Jordan**, *Clinical Associate Professor, Elementary and Literacy Education*

Early literacy, struggling readers, teacher education

**Dr. Joshua Kenna**, *Assistant Professor, Social Sciences Education*

The teaching and learning of social studies particularly as it involves film, literacy, social issues, standards, and experiential learning techniques

**Carol LaCava**, *Instructor/Coordinator, Educational Interpreting Program*

**Dr. Judson Laughter**, *Associate Professor, English Education*

Critical multicultural teacher education, literacy education, the preparation of teachers for diverse classrooms

**Dr. Anne McGill-Franzen**, *Professor, Literacy Education*

Early literacy, interventions to support struggling readers, reading disabilities

**Dr. Elizabeth MacTavish**, *Clinical Assistant Professor Science Education*

**Dr. Tara Moore**, *Assistant Professor, Special Education*

Classroom and behavior management and teacher-student interactions to prevent and reduce problem behavior

**Dr. Blanche W. O'Bannon**, *Professor, Educational Technology*

Integration of technology into K-12 teaching and learning, including the use of multimedia, Web 2.0 tools and mobile devices.

**Dr. Yujeong Park**, *Assistant Professor, Special Education*

Evaluating the effectiveness of reading interventions and strategies for students with learning disabilities, developing a reliable and valid assessment tool/system in reading for K-6 students with specific learning disabilities (SLD) as well as English Language Learners (ELLs)

**Dr. Anthony Pellegrino**, *Assistant Professor, Social Science Education*

**Dr. Kristin Rearden**, *Clinical Professor, Elementary & Science Education*

Integrating science and literacy, teacher beliefs

**Dr. Bob Rider**, *Dean and Professor, College of Education, Health and Human Sciences,*  
335 Philander P. Claxton Education Building

**Dr. David Smith**, *Research Associate Professor and Director of the Center on Deafness*

Teacher expectations on the performance of deaf children, American Sign Language use in classrooms by teachers of the deaf, cultural practices of deaf adults in the education of deaf children, evaluation of American Sign Language skills using Curriculum-Based Measurement

**Brenda Simmons Stephenson**, *Senior Lecturer, Education of the Deaf and Hard of Hearing*

Evidenced- based practices in literacy, science, and math for teaching deaf and hard of hearing students, the use of Visual Phonics with deaf and hard of hearing students, the influence of school enculturation on practices taught in pre-service programs, writing instruction for students who are deaf and hard of hearing

**Patty Stinger-Barnes**, *Senior Lecturer, Urban Multicultural Teacher Education & Science Education*, Middle grades and urban teacher preparation

**Dr. Nora Vines**, *Clinical Assistant Professor, Elementary Education*

Early literacy, struggling readers

**Dr. Stewart Waters**, *Assistant Professor of Social Science Education/Elementary Emphasis*

Character education, teaching with film, visual literacy, social studies curriculum, and alternative methods for teach social studies

**Dr. Kimberly Wolbers**, *Associate Professor, Deaf Education*

Writing instruction, interactive and dialogic instruction, language delayed and linguistically diverse populations

**Dr. Deborah A. Wooten**, *Associate Professor, Literacy Education*

Metacognition as a strategy for literacy development through writing and sharing connections, and ascertaining the best children's literature to promote reading in the content areas

## **General Duties and Responsibilities of Faculty and All Graduate Students**

It is our intent to provide high-quality, graduate programs in which students engage in innovative and research-based practices with educators across the university, the state, the region, the nation, and the international community. Our graduate students have the opportunity to experience diversity through projects and events in the university setting, in schools and the broader educational communities throughout the area.

Departmental goals designed to be consistent with our mission are as follows:

1. Faculty achieve productivity goals that reflect the ideals of university work.
2. Faculty establish core knowledge base and conceptual framework to serve as the foundation for our teacher, administrator, and interpreter education programs.
3. Faculty facilitate opportunities for students to share in community involvement and service.
4. Faculty increase diversity and international characteristics of the department.
5. Faculty provide an exemplary standard of teaching and exemplary teacher, administrator, and interpreter education programs, informed by and embodying established standards and innovative practices.
6. Faculty collaborate with school and community practitioners.
7. Faculty participate in university service at the departmental, college, and campus levels.
8. Faculty engage in professional service that focuses on the development of policies/practices related to improving the status of children and families throughout the community and world.

Concurrently, we are fully dedicated to guiding our graduate students to meet all University guidelines and regulations in a timely fashion.

## **Admissions Requirements and Application Procedures**

### ***Applying to the M.S., Ed.S., or Ph. D. programs in Theory and Practice in Teacher Education***

Admission to any graduate program within the Department begins with admission to the UTK Graduate School. Applying to the Graduate School is now *a one-step process*. Application materials must be complete to be considered for admission. It is recommended by the Graduate School to apply at least 9 months prior to the desired term of entry and allow at least 4-6 weeks for an application to reach the department. Completed applications must be received by the TPTE Department at least 1 month prior to the review or entry date. Students have the final responsibility for the timely arrival of all required items.

**A. The items listed below must be sent to:**

Graduate and International Admissions  
The University of Tennessee  
201 Student Services Bldg.  
Knoxville, TN 37996-0230

1. **GRE scores (only required for Ph.D.).** Request that your GRE scores\_ (<http://www.ets.org/gre#addlscrreports> ) and University transcripts be sent to The Graduate School. Official transcript from each College or University you have attended (*both* graduate and undergraduate.)
2. **\$60.00 application fee and Graduate school application.** You may apply online to The University of Tennessee Graduate School: (<https://www.applyweb.com/apply/utg/>)  
*Note: International students should apply through this page:*  
<http://gradschool.utk.edu/admissions/applying-to-graduate-school/admissions-for-international-students/>

Please see <http://tpte.utk.edu/admissions/> and click on the link entitled **Required Materials for M.S., Ed.S., and Ph.D. Programs and Departmental Application** to view additional items for admission to TPTE Programs that need to be uploaded in the online application process.

*For further information, please contact our Department Administrative Assistant for Graduate Admissions:*

Vicki Church ([vickic@utk.edu](mailto:vickic@utk.edu)), Administrative Support Assistant III, Department of Theory and Practice in Teacher Education, Graduate Admissions, The University of Tennessee, 1126 Volunteer Blvd., Room A226 Bailey Complex, Knoxville, TN 37996-3442  
Phone: (865) 974-2321

**C. Special admission categories:**

1. **Non-degree student.** Persons who have earned a bachelor's degree may apply for admission as non-degree students. If you have been admitted to UT as a non-degree student and are currently taking courses (or have taken graduate courses at UT within the past 2 years) you must submit a Request for Change of Graduate Program Form (available at <http://gradschool.utk.edu/forms-central/change-of-program/>) to the Graduate School to become a degree-seeking student. Non-degree Seeking students are not eligible to receive Financial Aid.
2. **Previously-admitted graduate students.** If you have previously enrolled in graduate studies at The University of Tennessee OR have submitted an application within the past 12 months, *do not complete* the initial admission application. Please submit a Readmission Application <http://gradschool.utk.edu/admissions/applying-to-graduate-school/readmission/> and submit the \$30 non-refundable fee with your application.

Applicants who have submitted an application for graduate study within the past 12 months but did not enroll, must contact the Graduate School office to update and reactivate the application.

If you have a current application and wish to make a change, *do not complete the online application*. You will need to contact Ms. Gayle Roberts ([broberts8@utk.edu](mailto:broberts8@utk.edu)).

## **Financial Support**

### ***Graduate Assistantships***

The Department of Theory and Practice in Teacher Education supports approximately 20 graduate assistantships each year. While not restricted to doctoral level applicants, the majority of these assistantships are awarded to doctoral students who work with teacher education faculty in the supervision and mentoring of interns. Assistantships are also available in Literacy Education, Educational Interpreting, and other specialized programs funded through grants. Awards are made in the spring and early summer for the following academic year to current students and new students who have been accepted into graduate degree programs.

Graduate Assistants comprise a vital part of the departmental community. The Department follows University guidelines regarding these appointments and related work assignments (see: [http://catalog.utk.edu/content.php?catoid=7&navoid=521#poli\\_admi\\_grad\\_assi](http://catalog.utk.edu/content.php?catoid=7&navoid=521#poli_admi_grad_assi)).

Graduate Assistants should receive appropriate departmental and instructional team communications, attend departmental and team meetings, and participate in departmental conferences, seminars, or symposia. However, such activities should not interfere with the students' primary educational objectives.

### **Selection of Graduate Assistants**

Students interested in obtaining graduate assistantships within the department must submit assistantship applications to the Departmental office. Instructional Team Leaders and faculty review applications and make recommendations to the Department Head regarding assignment of available assistantships. The Department Head, in concert with the Executive Committee and Personnel Committee, determines the appropriate distribution of assistantships throughout the Department, and assigns faculty supervisors for each selected student. Pending the availability of departmental resources and satisfactory performance of the student, graduate assistant appointments can be renewed up to 5 years. Faculty supervisors are responsible for the evaluation of Graduate Assistants and must notify the Department Head in writing concerning any reason(s) why an assistantship should not be renewed for an otherwise eligible assistant, prior to March 1. Work assignments for Graduate Assistants are given by assigned faculty supervisors in collaboration with the Department Head.

Graduate assistantships are the primary source of funding for graduate students at UTK and are offered by academic departments and administrative offices of The University. An assistantship is a financial award to a graduate student for part-time work in teaching, administration, or research while pursuing an advanced degree. Appointments are normally on a one-fourth to one-half time basis, usually requiring 10 – 20 hours of service per week. The annual stipend is payable in either

12 monthly installments. In addition to the stipend, Graduate Teaching Assistants (GTAs), Graduate Teaching Associates (GTAssoc), Graduate Assistants (GAs), and Graduate Research Assistants (GRAs), with appointments on a one-fourth time basis or higher, are entitled to a waiver of maintenance fees and tuition for the period of appointment in accordance with University policy. These appointments also include a benefit of health insurance for the student.

*Students who submit assistantship applications to the Department before February 1 are given priority. Go to the following link for more information:* <http://tpte.utk.edu/financial-aid/>. The application for graduate assistantships can be found at: <http://tpte.utk.edu/admissions/> under the Funding link.

## **Scholarships and Other Funding Opportunities**

The University of Tennessee offers the following scholarship opportunities for graduate students in the Department. To apply for a scholarship in the College of Education, Health and Human Sciences, please complete the Graduate Student Scholarship Application and return to the Student Services Center, 332 Bailey Education Complex, Knoxville, TN 37996-3443. The deadline is February 1 for the following school year.

### ***Graduate Student Scholarships***

The University of Tennessee awards many scholarships to graduate students. See <http://onestop.utk.edu/scholarships/> for more information.

### ***Teacher Education Intern Scholarships***

Rising fifth-year interns are contacted via email and provided a link to the Teacher Education Scholarship application form to be submitted January 1 through the deadline, March 1. Additional information is available during intern orientations that take place early spring.

### ***Tennessee Teaching Scholars Program***

The Tennessee Teaching Scholars Program is intended to encourage exemplary students to enter the teaching field in Tennessee. Participation is limited to college juniors, seniors, and post-baccalaureate candidates admitted to a teacher education program in a Tennessee college or university. To be eligible, the applicant must:

- be a Tennessee resident and a U.S. citizen, and
- have at least a 2.75 cumulative grade point average or higher if required for the teacher education program at his/her school of choice, and
- be enrolled full-time if undergraduate or at least half-time if a graduate student, and
- not be a licensed teacher or receive the scholarship while employed in a teaching position.

*For more information about this program, visit the following website:*

<http://www.tn.gov/collegepays/article/tsac-student-portal>

For any further information about Teacher Education Scholarships contact Ms. Nina Fox at 865-974-4118 or at [nfox@utk.edu](mailto:nfox@utk.edu).

### ***Fellowships***

Fellowships are awards that typically require no service. Most fellowships are awarded on the basis of academic merit and potential for scholarship.

***Applications and information can be found at UT's Graduate School website below:***  
<http://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-fellowships/>

### ***Student Loans and Scholarships***

Students must be admitted as *degree-seeking* and must be enrolled at least half-time to qualify for federal student loans. More information on loans and scholarships can be found at the following websites: <https://web.utk.edu/~finaid/> and <http://onestop.utk.edu/scholarships>

### ***Graduate Student Travel Information***

Currently, there are three potential sources of funding for graduate student to travel to professional conferences.

#### **Graduate Student Senate Travel Awards**

The Graduate Student Senate (GSS), in cooperation with the Dean of Students and the Dean of Graduate Studies, awards funding for graduate and professional students to travel, present work, and participate at scholarly conferences and events. Three travel award announcements are made throughout the year, designed to roughly coincide with UT's academic term periods. These awards are based on merit and are given to provide partial reimbursement of certain allowable expenses such as transportation, lodging and registration expenses. Applications are considered by a committee composed of graduate students, faculty members, and university administrators. All applications must begin at the departmental level under the supervision and support of a faculty member.

***Only applications submitted by the posted deadlines, using the official form found at the website below, will be considered for awards:***

<http://gss.utk.edu/travel-awards/>

#### **CEHHS Graduate Student Travel Awards**

The College may match departmental funding for presentations of research papers to professional organizations. Students seeking support must be on the conference program with an invited or refereed paper for presentation at a conference that is directly related to the students' academic fields. No more than two student presenters for the same presentation will be considered for potential funding. Requests for graduate student travel support must be

co-submitted by a faculty sponsor such as major professor or research collaborator and begin at the departmental level.

### **Additional CEHHS Funding Opportunities**

Other funding possibilities for graduate student funding include the Graduate Student Senate (GSS) Travel Fund and the Kellie W. McGarrh Fund. Guidelines and submission dates for these sources are available from Ms. Diane Booker in the Dean's Office (974-6638; [dbooker@utk.edu](mailto:dbooker@utk.edu)), 335 Claxton Complex. The GSS Travel Fund submission dates are firm and applications must be submitted well in advance of intended travel time (Application and information can be found at <http://gss.utk.edu/travel-awards>).

Requests for departmental and college funding must include the signature of the Department Head, along with the amount furnished by the Department and any other contributing accounts other than the College account. Request forms are available from Departmental secretaries. Please submit requests on forms printed for the current academic year. Forms should be completely filled out with the requested information. All items are important since all travel is logged by the person, the conference or purpose of the trip, including places and dates and titles of presentations made.

## **Registration and Advising**

### ***Registration***

The UT Graduate online catalog (<http://catalog.utk.edu/index.php>) offers an extensive explanation of registration procedures for graduate students. A brief overview of this information appears in this section of the Handbook.

### **Procedures**

Essentially, it is expected that all graduate students be registered when using university facilities and/or faculty time. One semester hour is the minimum requirement for using university facilities (e.g., library checkout, labs, and recreational facilities).

Registration is an online process using My UTK (<https://myutk.utk.edu>) and information for course offerings is available at the same website, in the *Schedule of Classes/Timetable* each term. A bill is sent to the registered student. Should payment not be made by the designated due date, the student's class schedule will be cancelled. The Office of the University Registrar, <http://registrar.utk.edu> (865) 974-2101, 209 Student Services Building, can provide additional information regarding this process.

### **Course Loads**

*The following section is taken directly from the UT online Graduate Catalog.*

The maximum load for a graduate student is 15 hours and 9 to 12 hours constitute a full load. For the summer term, graduate students may register for a maximum of 12 hours in an entire summer term or for a maximum of 6 hours in a five-week summer session. Students may enroll in only one course during a mini-term session.

Students holding a one-half time assistantship normally should enroll for 6-11 hours. A one-fourth time graduate assistant normally should take 9-13 hours. A student on a one-half time assistantship who takes 6 hours will be considered full time. Refer to the Policy for the Administration of Graduate Assistantships for additional information.

Students receiving financial aid should consult with the department/program head concerning appropriate course loads. Courses audited do not count toward minimum graduate hours required for financial assistance.

Registration for more than 15 hours during any semester, or for more than 12 hours in the summer term, is not permissible without prior approval. The academic advisor may allow registration of up to 18 hours during a semester if the student has achieved a cumulative grade point average of 3.6 or better in at least 9 hours of graduate work with no outstanding incompletes. No more than 12 hours are permissible in the summer term without prior approval.

### **Use of Facilities TPTE 502 class**

Graduate students, who are not registered for UT classes, must register for TPTE 502 (1 hour minimum), in order to use any university facility, check out library books, take up faculty time or complete a comprehensive exam during that particular semester. The student's major advisor is typically the instructor of record for this class.

### **Registration for TPTE 500 thesis hours**

Only master's students who are writing a thesis are allowed to register for TPTE 500. Students typically register for a total of 6 hours of TPTE 500 during the semesters they are writing their thesis and preparing for its defense.

### **Registration for TPTE 600 Dissertation Hours and Continuous Registration**

TPTE 600 is reserved for doctoral research and dissertation hours. Initial registration for 600 generally corresponds to the time at which a student begins work actively on dissertation research following admission to candidacy. From this time on, students are required to register continuously for at least 3 hours of 600-level courses each semester, including summer term. A minimum total of 24 hours of course 600 is required and no more than 99 credits of 600 can be earned.

### ***Advising***

Upon being admitted to a graduate degree program in TPTE, every graduate student ultimately receives a letter of admission to the respective degree program by the Department Head. A temporary advisor from the program of study may be assigned to the new graduate student who will direct the student to follow a Program of Study for that particular degree program and approve the student's academic course load every semester. After the student has become acquainted with the program area and its faculty, the student may request a professor who will serve as a permanent advisor, and, who will, in concert with the student, select an appropriate graduate committee.

It is the student's responsibility to make arrangements to meet with the advisor on a regular basis throughout the academic year. It is also incumbent upon the student to follow all Graduate School deadlines (posted on the Graduate School website: <http://gradschool.utk.edu/default.shtml>) for submitting all paperwork required for the completion of the graduate degree. All forms are available online (<http://gradschool.utk.edu/gradforms.shtml>) on the GS website along with deadlines for their submission (<http://gradschool.utk.edu/graduation/graduation-deadlines/>).

## **Degree Requirements in TPTE**

The Department offers masters and educational specialist degrees in Teacher Education as well as three concentrations affiliated with the Ph.D. in Education. Table 1 gives an overview for all of these academic programs.

A description of all graduate degrees offered in the Department follows Table 1 and includes a detailed explanation of each degree's curriculum, requirements for admission, formation of committee, research/residence requirements (e.g., Ed.S. and Ph.D.), examination information and time limit to complete each graduate degree.

**Table 1  
Graduate Degrees and Concentrations in TPTE**

<b>Degree</b>	<b>Major</b>	<b>Concentration</b>	<b>Concentration</b>
<b>MS</b>	Teacher Education	<b><u>Track 1</u></b>	<b><u>Track 2</u></b>
		Art education	Art education
		Education of the deaf and hard of hearing	Education of the deaf and hard of hearing
		Elementary education	Elementary teaching
		English education	English as a Second Language
		Literacy education	
		Mathematics education	Mathematics grades 6-8
		Science education	Science grades 6-8 teaching
		Science education (informal education)	
		Science, technology, engineering and mathematics	Secondary teaching
Social science education			
Special education	Special education		
Teaching and learning			
World language/ESL education	World language education		
<b>Ed.S.</b>	Teacher Education	Educational technology	
		Elementary education	
		English education	
		Literacy education	
		Mathematics education	
		Science education	
		Social science education	
		Special education	
		Teaching and learning	
		World language/ESL education	
<b>Certificate Program</b>	Teacher Education	Urban Education	
<b>Ph.D.</b>	Education	Literacy Studies (Children’s & Young Adult Literature, ESL, Literacy Education)	
		Special Education/Deaf Education/Interpreter Education	
		Teacher Education (Early childhood education; Elementary education; English education; Mathematics education; Science education; Social Science education)	

**Master of Science in Teacher Education  
Teacher Education Major**

The Master of Science with a major in Teacher Education has two tracks. **Track 1** is for students who hold a valid Tennessee teaching license, *or* for those preparing to teach on the post-secondary level, *or* for those preparing for careers that do not require teacher licensure. Non-teacher-licensed applicants to Track 1 will be reviewed on a case-by-case basis and must have a

strong disciplinary background and professional goals, which can be fostered through participation in the non-licensure program. Admission to the Track 1 program requires that students meet all current Graduate School admission requirements listed on its website (<http://graduateadmissions.utk.edu/req.shtml>) in addition to submitting additional materials listed on this website: <http://tpte.utk.edu/admissions/> **Track 2** is designed for students seeking initial teacher licensure (see: <http://tpte.utk.edu/tpte-academics/msprograms/> for additional information).

### **Time Limit**

Students have 6 calendar years to complete the M.S. degree, starting at the beginning of the semester of the first course counted toward the degree and ending the semester of graduation.

Candidates may elect to complete the M.S. degree, Track 1, with a Thesis or a Non-Thesis option. The requirements for these options are:

**Thesis Hours & Final Examination:** Minimum 30 semester hours of coursework (2/3 of total hours at 500-level or above) and satisfactory completion of a written thesis and oral defense of thesis.

**Non-Thesis Hours & Final Examination:** Minimum of 33 semester hours of coursework (2/3 of total hours at 500-level or above), and satisfactory completion of a written comprehensive examination. The chair of the committee requests questions from the student's other 2 committee members for the degree candidate. The committee may also require an oral examination.

*A maximum of 6 semester hours may be transferred from another graduate degree-granting institution, but only with the approval of the committee. Additional hours may be transferred from institutions within the UT system upon committee approval.*

### **Programs of Study for Track 1 Master of Science Concentration Areas**

For a complete list of specific coursework/degree requirements for all TPTE concentration areas, please refer to the current online Graduate Catalog available at: <http://catalog.utk.edu/index.php> and the following link on the TPTE website at: <http://tpte.utk.edu/tpte-academics/>

### **Track 2: Initial Licensure Programs**

The Track 2 Master of Science degree is intended for individuals who desire to earn initial teacher licensure in Tennessee. Applicants to this program must first be admitted to Teacher Education and complete the equivalent of an undergraduate minor in either elementary, middle school or secondary education. Post-baccalaureate students interested in seeking licensure in Art Education, Special Education, or in other fields that require students to earn an undergraduate major, would be expected to complete an equivalent undergraduate program of study in the licensure area. Please refer to <http://ehhsstudentservices.utk.edu/licensure/> for detailed information. Individuals are encouraged to contact the College of Education, Health and Human Sciences Office of Student Services, 332 Jane and David Bailey Education Complex, for a diagnostic interview and the development of a tentative course of study and time line.

## ***REQUIREMENTS***

### **Track 2 Common Course Requirements**

The Master of Science Track 2 consists of 36 credit hours for non-thesis and 42 credit hours for thesis programs. Students, regardless of their teaching areas must complete a common teacher licensure core of 24 credit hours during the professional year, in addition to an additional 12 hours of course work.

### **Professional Year Common Core Courses (24 hours)**

Education 574 (2-3), 575 (12), 591 (3-4), and specialty studies (6).

**Additional Course Requirements (12 hours)** In addition to the above common core of courses, students must complete additional course work that is unique to their particular content area teaching field. Students will work in close contact with their major advisors to ensure that they matriculate the required course work (see: <http://catalog.utk.edu/index.php>).

**Final Examination:** The candidate's committee determines the specific requirements for the comprehensive examination, which typically is the Practice-Based Research Review (PBRR) that is completed during the internship year. Both written and oral presentations may be involved, as specified by the committee.

### **Graduation**

Graduate students who have completed all degree requirements may participate in a hooding ceremony to recognize their graduation. The hooding ceremony gives faculty and students an opportunity to celebrate the students' accomplishments. See this URL for more information: <http://gradschool.utk.edu/graduation/graduate-hooding-ceremony/>

## **Specialist in Education Programs**

### **Teacher Education Major**

The Specialist in Education (Ed.S.) degree is offered with a major in Teacher Education. Admission to the Ed.S. program requires acceptance by the Office of Graduate Admissions and review and acceptance by the TPTE Department and the program area in which the student is majoring. It is recommended that students who apply for the Ed.S. have at least 1 year of related work experience.

### **Teacher Education Concentrations**

Educational Technology, Elementary education, English education, Literacy education, Mathematics education, Science education, Social Science education, Special education, Teaching and learning, and World language/ESL education.

### **Course Requirements**

The Ed.S. includes a minimum of 4 semesters of study totaling a minimum of 60 semester hours of graduate credit beyond the baccalaureate degree. A minimum of 6 hours is required outside the concentration area. A student admitted to the program with a master's degree, or with

acceptable work beyond the master's degree, may have program requirements modified upon recommendation by the student's committee. No modifications will be permitted in examination and research requirements or in the minimum 6 graduate hours required outside the concentration. All prior coursework accepted toward the degree must be related to the student's program objectives. A maximum of 6 hours beyond the master's degree may be transferred from another institution to an Ed.S. program. (See advisor for approval.)

Courses numbered at the 400-level required for teacher licensure through The University of Tennessee, Knoxville, may not be taken for graduate credit and used as coursework in the major. At least 2/3 of the semester hours accumulated in the master's, and all of the last 30 semester hours of work, must consist of 500 or 600-level courses. The Ed.S. thesis must be approved by the student's committee prior to submitting it to the Graduate School for final approval and acceptance. The student must register for thesis hours during this time.

**Program of Study for Ed.S.**

*Core Area.....	6
Concentration Specialty Area Methods.....	12
**Research.....	6
***Related Studies.....	6
Total (Thesis and Non-Thesis).....	30

- \*Must include one course from two of the following areas outside the concentration:  
     Curriculum; Anthropological, Historical, Philosophical, or Social Foundations; Human Growth and Development; Pre-K-14 Teaching Methodology; Instructional Technology
- \*\*Theory and Practice in Teacher Education 518 or 500 (thesis)
- \*\*\*Must be related to focus of degree and must be outside specialty area education program

**Ed.S. Committee**

A committee of at least three faculty members is chosen by each student. A minimum of two members of this committee must represent the unit or major area. Responsibilities of the committee include formulating the student's program of coursework, supervising progress, recommending admission to candidacy, directing research, and coordinating the qualifying and final examinations.

**Admission to Candidacy**

Admission to candidacy indicates agreement that the student has demonstrated the ability to do acceptable graduate work and that satisfactory progress has been made toward a degree. This action usually connotes that all prerequisites to admission have been completed and a program of study has been approved. The Admission to Candidacy form must be signed by the student's committee and list all courses to be used for the degree, including transfer coursework. This form is submitted to the Office of the University Registrar before the student has completed 15 hours of coursework in the Ed.S. program. A qualifying examination may be required for admission to candidacy if the student has a master's degree earned 6 years or more prior to admission to the program. This examination may be written and/or oral.

**Research Requirements** See the program descriptions on the TPTE website of individual programs for a list of thesis, problems in lieu of thesis, and non-thesis options. Some programs

offer only a thesis program ([http://web.utk.edu/~tpte/grad\\_masters.html](http://web.utk.edu/~tpte/grad_masters.html)).

**Non-Thesis:** candidate studies research methods and findings and demonstrates skill in adapting them to professional needs as defined by the major program.

**Thesis or Problems in Lieu of Thesis:** 6 hours of research credit (518 or 503) must be earned in preparation of an acceptable piece of work. The student must continue to register for *thesis* or *problems* while working on the project, including the semester it is accepted by the Office of Graduate Student Services on behalf of the Graduate Council. The thesis must be prepared according to the regulations in the most recent *Guide to the Preparation of Theses and Dissertations*, and approved by the student's committee prior to submission to the Graduate Student Services for final approval and acceptance. See the following for more information: <http://gradschool.utk.edu/thesesdissertations/>

### **Final Examination**

A candidate presenting a thesis, or problems in lieu of thesis, must pass an oral examination covering the student's research and program of study. A non-thesis student must pass a final written, or written and oral examination, on all work offered for the degree. The examination is not merely a test over coursework, but a demonstration of the candidate's ability to integrate materials in the major and related fields. Each examination should be scheduled through the academic department at least 2 weeks prior to the examination and will be conducted in university-approved facilities by the student's committee. In case of failure, the candidate may not be reexamined until the following semester. The result of the second examination is final.

### **Time Limit**

Ed.S. students have 6 calendar years to complete the Specialist in Education degree, starting at the beginning of the semester of the first course counted toward the degree and ending the semester of graduation.

### **Graduation**

Graduate students who have completed all degree requirements may participate in a hooding ceremony to recognize their graduation. The hooding ceremony gives faculty and students an opportunity to celebrate the students' accomplishments. See this URL for more information: <http://gradschool.utk.edu/graduation/graduate-hooding-ceremony/>

## **TaskStream Requirements for M.S. and Ed.S. Teacher Education Programs**

All students who are enrolled in MS and Ed.S. Teacher Education programs at The University of Tennessee, are required to establish a TaskStream Portfolio account and post required documents. It is the responsibility of each student to purchase and maintain a TaskStream account while enrolled in a Teacher Education program at The University of Tennessee. Accounts may be purchased at <http://taskstream.com>. Please visit with your major professor for specific information about this.

# Doctoral Program in Education

## Education Major

The Department of Theory and Practice in Teacher Education offers one major (Education) and three concentrations (Literacy Studies, Special Education/Deaf Education/Interpreter Education and Teacher Education as for the Ph.D. Within the concentration areas are eight areas of specialization (see below).

## Concentrations and Specializations

### Literacy Studies

- Children & Young Adult Literature
- English as a Second Language
- Literacy Education

### Special Education, Deaf Education and Interpreter Education

### Teacher Education

- Early Childhood Education
- Elementary Education
- English Education
- Mathematics Education
- Science Education
- Social Science Education

Students in Literacy Studies, Teacher Education, and Special Education Deaf Education/Interpreter Education concentrations share a common set of course requirements with credits required as shown below. Doctoral committees may require students to take additional hours to fulfill degree requirements. Note: Please refer to the department website for additional information on course requirements in each of these areas ([http://web.utk.edu/~tpte/grad\\_doctoral.html](http://web.utk.edu/~tpte/grad_doctoral.html)).

## Doctoral Core

*Research Area .....	15
**Core Requirements.....	8
Concentration/Specialization .....	15
Cognate .....	6
Dissertation .....	24
*Must include Theory and Practice in Teacher Education 640 (3)	
**Seminar in Primary Concentration (3)	
TPTE 604 (1), 605 (1), 617 (3)	

## Doctoral Committee

The major professor directs the student's dissertation research and chairs the dissertation committee. The student and the major professor identify a doctoral committee composed of at least four faculty members holding the rank of assistant professor or above, three of whom, including the chair, must be approved by the Graduate Council to direct doctoral research. At least one member must be from an academic unit other than that of the student's major field. This committee is nominated by the Department Head or College Dean and approved by the Dean of Graduate Studies.

The committee should be formed toward the end of the student's first year of doctoral study. Subject to Graduate Council policies and individual program requirements, the committee must approve all coursework applied toward the degree, certify the student's mastery of the major field and any cognate field, assist the student in conducting research, and recommend the dissertation for approval and acceptance by Graduate Student Services.

### **Doctoral Examinations**

Departments may, at their option, administer diagnostic and/or qualifying examinations in the early stages of the student's doctoral program. Successful completion of a comprehensive examination and a defense of dissertation is required for all doctoral degrees. Registration is required the term in which the examinations are taken.

### **Residence Requirements**

Residence for the doctoral program is defined as full-time registration for two consecutive semesters (summer included) on the campus where the program is located. During residence, it is expected that the student will be engaged in full-time on-campus study toward the doctoral degree. A statement as to how and during what period of time the residence requirement has been met will be presented with the Application for Admission to Candidacy form along with signatures of approval from the major professor and the Department Head.

### **Admission to Candidacy**

Admission to candidacy indicates agreement that the student has demonstrated the ability to do acceptable graduate work and that satisfactory progress has been made toward a degree. This action usually connotes that all prerequisites to admission have been completed and a program of study has been approved.

A student may be admitted to candidacy for the doctoral degree after passing the comprehensive examination and maintaining at least a B average in all graduate coursework. Each student is responsible for filing the Admission to Candidacy form, which lists all courses to be used for the degree, including courses taken at The University of Tennessee, Knoxville, or at another institution prior to admission to the doctoral program, and is signed by the doctoral committee. Admission to candidacy must be applied for and approved by the Office of the University Registrar at least one full semester prior to the date the degree is to be conferred.

See: <http://gradschool.utk.edu/gradforms.shtml> for more information.

### **Registration for TPTE 600 and Continuous Registration**

TPTE 600 is reserved for doctoral research and dissertation hours. Initial registration for 600 generally corresponds to the time at which a student begins work actively on dissertation research following admission to candidacy. From this time on, students are required to register continuously for at least 3 hours of 600-level courses each semester, including summer term. A minimum total of 24 hours of course 600 is required and no more than 99 credits of 600 can be earned.

A student who will not be using faculty services and/or university facilities for a period of time may request leaves of absence from dissertation research up to a maximum of six terms

(including summer terms). The request, approved by the major professor, will be submitted by the student and filed in the Office of the University Registrar. See the following URL for more information: <http://gradschool.utk.edu/forms-central/graduate-student-leave-of-absence/>

### **Dissertation**

The dissertation represents the culmination of an original major research project completed by the student. The organization, method of presentation, and subject matter of the dissertation are important in conveying to others the results of such research.

A student should be registered for the number of dissertation hours representing the fraction of effort devoted to this phase of the candidate's program. A final copy of the dissertation will be approved by the student's committee prior to final preparation of the dissertation. The manuscript will be prepared according to the regulations in the most recent *Guide to the Preparation of Theses and Dissertations*) and must be submitted to and accepted by the Office of Graduate Student Services on behalf of the Graduate Council. See the following for more information:

<http://web.utk.edu/%7ethesis/thesisresources.shtml>

<http://web.utk.edu/%7ethesis/>

<http://web.utk.edu/%7ethesis/samples.shtml>

### **Time Limit**

Comprehensive examinations must be taken within 5 years, and all requirements must be completed within 8 years, from the time of a student's first enrollment in a doctoral degree program to graduation.

### **Graduation**

Graduate students who have completed all degree requirements may participate in a hooding ceremony to recognize their graduation. The hooding ceremony gives faculty and students an opportunity to celebrate the students' accomplishments. See

<http://gradschool.utk.edu/gradhooding.shtml> for further information.

**The TPTE Ph.D. Handbook is accessible at:** <http://tpte.utk.edu/tpte-academics/drprograms/>

## **Examinations**

Each graduate degree in the TPTE Department has its own type of examination. Detailed information regarding examinations for the M.S., Ed.S. and Ph.D. degrees is given in the previous section of the Graduate Student Handbook and may be viewed on the following pages:

M.S., Track 1 degree (thesis):	page 19
M.S., Track 1 degree (non-thesis):	page 19
M.S., Track 2 degree:	page 20
Ed.S. degree:	page 22
Ph.D. degree:	page 24

### **Administrative Procedure and Grading**

Grading policy is set by individual instructors and outlined in course syllabi.

### **Departmental Policy Regarding Exam Failure and Termination from Program**

Students are expected to fulfill all comprehensive examination requirements set by their committees. The chair of the student committee must confer with other members of the committee to determine the quality of the student submissions. If a student's initial efforts are unsatisfactory, committees can request additional work from the student, conduct an oral examination, or determine that the student has failed the examination. Any student failing the initial comprehensive examination may not attempt to complete the examination requirement until the following semester. Only one additional attempt to complete the examination satisfactorily is permitted. Students who fail the comprehensive examination a second time will be terminated from the program and not allowed to reenter that degree program.

### **Termination Process from Degree**

Students may be terminated from their degree programs due to failure to meet GPA standards, failure of the comprehensive examination twice, inadequate progress toward the degree or the inability to secure a faculty member willing and qualified to serve as chair of the committee. Students receive immediate written notification of their termination from the program.

## **Standards, Problems and Appeals**

### ***Required Grade Point Average***

All TPTE graduate students must maintain a cumulative grade point average of 3.0 for all graduate course work taken at the University of Tennessee, Knoxville to remain in good standing and receive any graduate degree or certificate. Following completion of one semester of graduate course work, should a student's GPA fall below 3.0, the student will be placed on academic probation. Only if the student maintains a GPA of 3.0 or greater during subsequent semesters, will the student be allowed to continue graduate study. Once the student has achieved a cumulative GPA of 3.0, the graduate student will no longer be on academic probation. Should the graduate student not maintain a 3.0 in subsequent semesters after being placed on academic probation, the degree or non-degree status of the student will be terminated by the Dean of the Graduate School. Upon recommendation by the Department, in concert with the Dean of the Graduate School, a student who is on academic probation, and whose GPA has fallen below 3.0, may be allowed to continue on a semester-by-semester basis. Should the graduate student be dismissed from graduate status, the Department will send a written notice to the student with a copy to the Graduate School.

### ***Removal of Incompletes***

In the event a TPTE graduate student is making satisfactory progress in a course but due to an extenuating circumstance, cannot fulfill requirements for successful completion of that course, a grade of I can be awarded. The Incomplete must be removed within 1 calendar year or the grade will become an F.

## ***Adequate Progress Toward Completion of a Graduate Degree***

The TPTE graduate student's academic advisor will make every attempt to ensure that his/her advisee is making acceptable progress toward the completion of the degree being pursued. However, as stated under the Advising section of the Handbook, it is the student's responsibility to maintain semester-by-semester contact with the advisor to allow the student to successfully complete the graduate program in a timely manner.

## ***Compliance With Legal Requirements for Research***

All TPTE graduate faculty are familiar with UT's Office of Research's policies for conducting research (<http://irb.utk.edu>) and will assist their students as they conduct research studies as part of their degree programs. Dr. Richard Allington ([rallington@utk.edu](mailto:rallington@utk.edu)) is the TPTE professor who currently serves as the Departmental IRB reviewer who reviews and approves required IRB forms.

## ***Academic Honesty***

On the TPTE graduate student's application for admission and readmission is the following honor statement of which the student's signature confirms his/her acceptance. *An essential feature of the University of Tennessee, Knoxville, is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the university, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.* Should a TPTE graduate student violate this honor code, the Department will follow university policy for this infraction.

## ***Appeals Procedure***

The Department of Theory and Practice in Teacher Education follows the Graduate Council Appeal Procedure. Please refer to the section entitled Documents and Resources, available at the following hyperlink: <http://gradschool.utk.edu/GraduateCouncil/gcouncil.shtml>

The protocol to be followed includes having the student meet with the Department Head, in concert with the student's academic advisor, then with the graduate program director, then, with the Dean of the College of Education, Health and Human Sciences. Further appeal may be made to the Graduate Council, through the Associate Dean of the Graduate School, and then on to the Dean of the Graduate School. Students may review all appeal procedures regarding allegations of misconduct or academic dishonesty as they are presented in *Hilltopics* and specifically under "Disciplinary Regulations and Procedures" (see <http://hilltopics.utk.edu/>).

## Appendices

### *Pertinent Graduate Student Web Pages*

Best Practices in Teaching	<a href="http://gradschool.utk.edu/training-and-mentorship/bpit/">http://gradschool.utk.edu/training-and-mentorship/bpit/</a>
Bursar's Office	<a href="http://web.utk.edu/~bursar">http://web.utk.edu/~bursar</a>
Campus Dining Services	<a href="http://www.utdining.com">http://www.utdining.com</a>
Center for Career Development	<a href="http://career.utk.edu">http://career.utk.edu</a>
Counseling Center	<a href="http://counselingcenter.utk.edu/">http://counselingcenter.utk.edu/</a>
College of Education, Health and Human Sciences (CEHHS)	<a href="http://cehhs.utk.edu">http://cehhs.utk.edu</a>
CEHHS Graduate School of Education	<a href="http://gse.utk.edu">http://gse.utk.edu</a>
Department of Theory and Practice in Teacher Education	<a href="http://web.utk.edu/~tpte">http://web.utk.edu/~tpte</a>
Division of Student Life	<a href="http://studentlife.utk.edu/">http://studentlife.utk.edu/</a>
Funding, Fellowships, Assistantships for Graduate Students	<a href="http://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-assistantships">http://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-assistantships</a> <a href="http://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-fellowships/">http://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-fellowships/</a>
Graduate School	<a href="http://gradschool.utk.edu">http://gradschool.utk.edu</a>
Graduate Online Catalog	<a href="http://catalog.utk.edu/index.php">http://catalog.utk.edu/index.php</a>
Graduate Student Rights and Appeals Procedure	<a href="http://gradschool.utk.edu/graduate-student-life/understanding-your-rights-and-obligations/">http://gradschool.utk.edu/graduate-student-life/understanding-your-rights-and-obligations/</a>
Graduate Student Senate	<a href="http://web.utk.edu/~gss">http://web.utk.edu/~gss</a>
Graduate International Admissions	<a href="http://graduateadmissions.utk.edu/int-adm-guide.shtml">http://graduateadmissions.utk.edu/int-adm-guide.shtml</a>
Housing	<a href="http://uthousing.utk.edu/tnliving/">http://uthousing.utk.edu/tnliving/</a>
International House	<a href="http://web.utk.edu/~ihouse">http://web.utk.edu/~ihouse</a>
International Student and Scholar Services	<a href="http://web.utk.edu/~globe/index.php">http://web.utk.edu/~globe/index.php</a>

*Additional Web Sites...*

<b>Instructional Services Center</b>	<a href="http://isc.utk.edu/">http://isc.utk.edu/</a>
<b>Library Website for Graduate Students</b>	<a href="http://www.lib.utk.edu/info/grad">http://www.lib.utk.edu/info/grad</a>
<b>Maps &amp; Directions</b>	<a href="http://www.utk.edu/maps">http://www.utk.edu/maps</a>
<b>MyUTK</b>	<a href="https://myutk.utk.edu">https://myutk.utk.edu</a>
<b>Office of Equity and Diversity</b>	<a href="http://oed.utk.edu">http://oed.utk.edu</a>
<b>Office of Financial Aid &amp; Scholarships</b>	<a href="http://web.utk.edu/~finaid">http://web.utk.edu/~finaid</a>
<b>Office of Multicultural Student Life</b>	<a href="http://multicultural.utk.edu/">http://multicultural.utk.edu/</a>
<b>OIT (Office of Instructional Technology)</b>	<a href="http://oit.utk.edu">http://oit.utk.edu</a>
<b>Office of the University Registrar</b>	<a href="http://registrar.utk.edu">http://registrar.utk.edu</a>
<b>Parking and Transit Services</b>	<a href="http://web.utk.edu/~psa">http://web.utk.edu/~psa</a>
<b>Police Department</b>	<a href="http://web.utk.edu/~utpolice">http://web.utk.edu/~utpolice</a>
<b>RecSports</b>	<a href="http://recsports.utk.edu">http://recsports.utk.edu</a>
<b>Research Compliance/Research with Human Subjects</b>	<a href="http://research.utk.edu/compliance">http://research.utk.edu/compliance</a>
<b>Student Conduct and Community Standards</b>	<a href="http://web.utk.edu/~osja/">http://web.utk.edu/~osja/</a>
<b>Student Health Services</b>	<a href="http://studenthealth.utk.edu">http://studenthealth.utk.edu</a>
<b>Student Health Insurance</b>	<a href="http://studenthealth.utk.edu/insrec_studentinsurance.php">http://studenthealth.utk.edu/insrec_studentinsurance.php</a>
<b>Thesis/Dissertation Website</b>	<a href="http://web.utk.edu/~thesis">http://web.utk.edu/~thesis</a>
<b>Alternative Transportation Website</b>	<a href="http://parking.utk.edu/alternative-transportation">http://parking.utk.edu/alternative-transportation</a>

*The T Campus Transit System provides campus connectivity for students, faculty and staff. This transportation system offers service through fixed routes, late night shuttles, and disability transports. Information and free app downloads are available at: <http://ridethet.utk.edu/>*

### *Additional Web Sites...*

Student Union Quick Links	<a href="http://studentunion.utk.edu/directory/">http://studentunion.utk.edu/directory/</a>
University Libraries	<a href="http://www.lib.utk.edu">http://www.lib.utk.edu</a>
UT Bookstore	<a href="http://tntoday.utk.edu/tag/ut-bookstore">http://tntoday.utk.edu/tag/ut-bookstore</a>
VolAware News	<a href="http://tntoday.utk.edu/tag/volaware/">http://tntoday.utk.edu/tag/volaware/</a>
VolCard Office	<a href="http://volcard.utk.edu">http://volcard.utk.edu</a>
Writing Center	<a href="http://web.utk.edu/~english/writing/writing.shtml">http://web.utk.edu/~english/writing/writing.shtml</a>

### **Forms and Additional Resources (all available online)**

#### Academic Calendars

[http://registrar.tennessee.edu/academic\\_calendar/index.shtml](http://registrar.tennessee.edu/academic_calendar/index.shtml)

#### Graduate Student Applications/Forms for Candidacy, Graduation, Change of Committee, Scheduling of Defense

<http://gradschool.utk.edu/gradforms.shtml>

#### Graduate Student Graduation Deadline Dates

<http://gradschool.utk.edu/graduation/graduation-deadlines/>

### **Professional Organization Affiliation Opportunities**

#### *Campus Educational Honor Societies for Professional Educators*

*Kappa Delta Pi* (<http://www.kdp.org/>) is an International Honor Society in Education and is committed to recognizing excellence and fostering mutual cooperation, support, and professional growth for educational professionals. Contact Dr. Susan Benner, Faculty Advisor, at [sbenner@utk.edu](mailto:sbenner@utk.edu) for more information.

*Pi Lambda Theta* (<http://pilambda.org/about/>) is a member of the [PDK International family of associations](#), and for 100 years, has been the most selective national honor society of educators. It advocates for accomplished teaching and standards-based professional learning. The purpose of *Pi Lambda Theta* is to honor the accomplishments of exemplary educators and support the continuing development of knowledge and skills aimed at providing leadership for colleagues and enhanced learning for students. Contact Dr. Patricia Davis-Wiley, Faculty Advisor, at [pdwiley@utk.edu](mailto:pdwiley@utk.edu) for more information.

## ***Campus Professional Organizations***

**Student Tennessee Education Association (STEA)** is a pre-professional organization for students who are preparing to be educators in any of the institutions of higher education in the state of Tennessee. Contact Ms. Julia Campbell ([jcampb89@utk.edu](mailto:jcampb89@utk.edu)) for more information.

## ***CEHHS Graduate Student Advisory Board***

The CEHHS Dean's Graduate Student Advisory Board is composed of graduate student representatives from each department in the College. These students were selected by their respective Department Heads to serve as liaisons between graduate students and Dean Bob Rider. The Advisory Board meets with Dean Rider on a monthly basis. In addition to advising the Dean, the members of the Graduate Student Advisory Board are responsible for coordinating two annual events. The Graduate Student Research Panel & Colloquium, held during the fall semester, is designed to answer students' questions about conducting original research. The Graduate Student Colloquium, held each year in March, is a forum for graduate students to showcase their research through presentations or poster sessions.

***If you have questions about the Graduate Student Advisory Board or Graduate Research Panel & Colloquium, please visit their website at:***

**<http://cehhs.utk.edu/administration/graduate-student-advisory-board/>**

**If you are interested in joining the Graduate Student Advisory Board (GSAB) Listserv, please click on the link *Join or Leave the List*, using your UTK User ID at:**

**<http://listserv.utk.edu/archives/gradrept.html>**