



Graduate Studies in Education

PhD Handbook



Available at: www.nipissingu.ca/masterofed/MasterofEducationHandbook.asp
Also visit: www.nipissingu.ca/graduatestudies/
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Overview

Grounded in the context of a post-modern society, and recognizing the importance of multiple perspectives, this Ph.D. program in Educational Sustainability will prepare students from a variety of fields, such as education, health, social work, social justice and administrative leadership, for sustainable educational practices in the 21st century.

By sustainable practice, we mean conducting research, teaching, and learning across disciplines, cultures, and nationalities and embracing a global vision of education that develops self-knowledge and an understanding that the relationship of the self to people, to nature, and to the designed environment is fundamental in becoming an educated person. Educational Sustainability means that within the program students and faculty members will be asking questions that take into account the social context in which we live, and consider the ways in which the world is interrelated. The purpose is to build capacity to meet the needs of present and future academics and professionals working in various social science fields who will leave the program prepared to move beyond the status quo of 20th century standard practice to create real and virtual educational environments where active learning and multiple perspectives are the foundations of individual and institutional action. The degree is designed for educators within the school system, and within the professions more generally, who will become engaged citizens who can think critically and are prepared to accept individual responsibility for the well-being of society.

Admission Requirements And How To Apply

Please visit the following websites for the most current information:

Admission Requirements: <http://www.nipissingu.ca/departments/admissions-registrar/admission-requirements/graduate/Pages/Educational-Sustainability.aspx>

To apply: <http://www.nipissingu.ca/departments/admissions-registrar/Pages/Application--Other-Forms.aspx>

Ph.D. Learning Outcomes

Through a variety of courses, a comprehensive exam and a Dissertation (research Thesis), the Ph.D. program in Educational Sustainability has the following learning outcomes for students:

- Draw on a wide variety of theoretical and practical literature to develop a broad understanding of the educational landscape through course readings and through individual research projects.
- Conduct critical conversations about education in the student's field during course seminars and within research presentations.
- Assume an investigative stance in regard to teaching and learning in order that students can develop a scholarship of teaching and learning through opportunities to conduct seminars and engage in research related to instructional practices in multiple fields.
- Demonstrate an understanding of a range of research methodologies that display an appreciation of the complexity of knowledge and the potential contribution made by diverse interpretations methods and disciplines in both course work and through the development of an in depth research project.
- Engage in original research that contributes to educational knowledge in the student's field.
- Develop qualities and transferrable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations in professional or equivalent environments.

Faculty Advisor

To assist students as they progress through their program of study, upon acceptance into the Ph.D. program, they will be assigned a Faculty Advisor. We encourage students to keep in touch regularly with their Faculty Advisor, particularly during the first year of studies. With the advice of their Faculty Advisor, and based on the available information regarding faculty expertise and availability, students will eventually select a faculty member who the student will then approach to ask to consider being their Dissertation Supervisor (note that this may be the assigned Faculty Advisor, but not necessarily). Once this key person has accepted the role of Dissertation Supervisor, then with their advice the student will proceed to establish a Ph.D. Supervisory Committee comprised of the Dissertation Supervisor as well as two additional committee members who will provide guidance for the comprehensive exam, research proposal, Nipissing University Research Ethics Board application, research implementation and writing, and the final defence process.

Faculty Members

A list of Education full graduate faculty members is available at: <http://www.nipissingu.ca/academics/graduate-studies/PhD-Ed-Sustainability/Pages/Research-Supervisor.aspx>

Degree Requirements

Please refer to our website <http://www.nipissingu.ca/calendar/graduate-studies/program-degree-requirements/Pages/Master-of-Education.aspx#EducPHD>

Students must complete 30 credits (the equivalent of ten 3 credit courses) and satisfy all of the stated requirements for the degree. Credit will not be granted for courses with a grade of less than “B”.

There are three mandatory 3 credit courses:

[EDUC-6116 Critical Conversations in Educational Research](#)

[EDUC-6117 Critical Conversations in Educational Theory](#)

[EDUC-6126 Doctoral Seminar](#)

Students must participate in a summer institute residency program at our North Bay campus over two years (4 weeks each July) for the mandatory courses (EDUC-6116 & EDUC-6117 in Year 1; EDUC-6126 in Year 2).

Once students have completed their first summer residency they may commence with completion of three 3-credit graduate level electives. Generally, students will select courses from the current [Graduate Studies in Education course offerings](#). A Ph.D. elective, [EDUC-6118 Inquiry-based Growth and Development in Educational Sustainability](#), may be offered during the summer and is available to PhD students during their second summer residency.

Note: The core M.Ed. courses EDUC-5157 Survey of Research Methods and EDUC-5186 Understanding Education are anti-requisites for Ph.D. students and EDUC-5186 Research Project & Seminar is available only to M.Ed. students who choose to complete the program via in the Research Project route in the M.Ed. program.

Graduate Studies in Education M.Ed./Ph.D. Elective Course List

(Please refer to our website for course descriptions <http://www.nipissingu.ca/calendar/course-listings/Pages/Education-Courses.aspx>)

M.Ed./Ph.D. elective courses arranged by theme:

ADULT EDUCATION	LANGUAGE & LITERACY	TEACHING & PEDAGOGY	OTHER COURSES
<ul style="list-style-type: none"> ▪ EDUC 5416 Developing Curriculum for Adult Learning ▪ EDUC 5466 Adults As Learners ▪ EDUC 5476 Mentoring as Supportive Practice 	<ul style="list-style-type: none"> ▪ EDUC 5296 New Literacies: Making Multiple Meanings ▪ EDUC 5426 Developmental Reading ▪ EDUC 5436 Early Literary ▪ EDUC 5446 Literature Based Instruction in Language ▪ EDUC 5496 Meanings of Literacy: Theory into Practice ▪ EDUC 5637 Integrated Approaches to Language Curriculum ▪ EDUC 5586 Research Themes in Second Language Education 	<ul style="list-style-type: none"> ▪ EDUC 5116 Principles of Curriculum & Instruction ▪ EDUC 5126 Theories of Learning ▪ EDUC 5136 Models of Teaching ▪ EDUC 5146 Reflective Practice ▪ EDUC 5236 Curricular Strategies ▪ EDUC 5246 Curricular Issues ▪ EDUC 5256 Evaluation of Curriculum & Instruction ▪ EDUC 5266 Holistic Education ▪ EDUC 5516 Information and Communication Technology in Education 	<ul style="list-style-type: none"> ▪ EDUC 5156 History of Education in Canada ▪ EDUC 5166 Critical Pedagogy and Approaches to Democratic Education ▪ EDUC 5276 Educational Representations in Popular Culture ▪ EDUC 5417 Alternative Schooling ▪ EDUC 5486 Independent Study (see page 4) ▪ EDUC 5536 Issues in First Nations Education ▪ EDUC 5646 Creativity and Learning ▪ EDUC 5676 Qualitative Approaches to Educational Research ▪ EDUC 5677 Quantitative Approaches to Educational Research ▪ EDUC 5286 Narrative Inquiry in Teaching, Learning & Research ▪ EDUC 5735 Teaching and Learning Through the Arts ▪ EDUC 5747 Inquiry Through the Arts: Research Methodologies and Methods ▪ EDUC 5687 Comparative and International Education
EDUCATIONAL LEADERSHIP			
<ul style="list-style-type: none"> ▪ EDUC 5176 Education Law in Schools ▪ EDUC 5326 Organizational Management ▪ EDUC 5336 Educational Leadership ▪ EDUC 5337 Conceptions of Student Risk and Resilience, and Educational Leadership ▪ EDUC 5346 Interpersonal Relations in Administration ▪ EDUC 5356 Supervision of Instruction ▪ EDUC 5376 Ethics, Values & Decision Making in Education & Schooling ▪ EDUC 5526 Leadership in Action Research 	SPECIAL EDUCATION		
	<ul style="list-style-type: none"> ▪ EDUC 5456 Issues in Special Education ▪ EDUC 5616 Assessment in Special Education ▪ EDUC 5617 Readings in Special Education ▪ EDUC 5626 Foundations Of Special Education ▪ EDUC 5627 Practicum in Special Education ▪ EDUC 5656 Models/Methods for Program Development with Gifted Learners ▪ EDUC5647 The Gifted Learner 		

All of the above courses are subject to availability. Students enrolled in the M.Ed. or Ph.D. program should view the proposed course offerings list on our website <http://www.nipissingu.ca/academics/graduate-studies/master-of-education/Pages/Courses.aspx>.

The M.Ed./Ph.D. Independent Study Course (EDUC 5486)

As an alternative to completing one of the 3-credit courses Ph.D. students may apply to complete EDUC 5486 Independent Study. The Independent Study course may not be used to replace a course that is already part of the M.Ed./Ph.D program. Therefore, the Independent Study topic the student chooses must be very specific, not covered in depth in any of the M.Ed./Ph.D. courses or not available at all in the M.Ed./Ph.D. program. While the Independent Study course should be relevant to the student's research area, the final product should not represent a chapter of the final thesis/dissertation. A student may only complete one Independent Study course over the duration of their degree.

The advisor may assist the student in finding a full member of the education graduate faculty with whom to work on the Independent Study (contact the School of Graduate Studies at sgs@nipissingu.ca, for information on full and associate graduate faculty membership or check the GSE website).

The M.Ed./Ph.D. student must forward the completed [Application to Complete an Independent Study](#) along with their proposal to their Advisor as well as to the full Education graduate faculty member who agrees to assist in the completion of the Independent Study. The Chair of Graduate Studies in Education and the Dean of the Schulich School of Education must also approve the application. Students cannot be registered for an independent study course unless this form has been submitted and approved.

The Independent Study must be completed within the selected term/session start and end dates.

Time to Degree Completion

Students must complete the Ph.D. program within 12 consecutive terms. Students will participate in two summer residencies; the first residency is completed in the first term during July and second residency is completed in the fourth term the following July. Immediately following the first residency, students may commence the completion of the three 3-credit graduate level electives. Following the completion of the second residency and most of the elective graduate courses, the comprehensive examination will take place. In the remaining consecutive terms, the student will complete the Research Proposal, Nipissing University Research Ethics Board application, and the Dissertation. The Continuation Fee is applicable for every additional term until degree completion, to a maximum of 18 consecutive terms in total.

Course Registration

Through the “My Nipissing” portal students will register online for their courses as outlined in the M.Ed. degree requirements.

Process to register:

1. Access Nipissing University’s Home Page at www.nipissingu.ca and click on My Nipissing.
2. Enter your username (the first letter of your surname in lower case followed by your seven digit student ID number), and password (6 to 9 characters in length including both numbers and letters) and click on Sign In.
3. Click on the WebAdvisor tab. Click on Launch WebAdvisor.
4. Click on Students or on Teachers or Master Students. Click on Search & Register for Classes in order to register for a course.
5. Choose the term (i.e., MED10FW) and a course subject (i.e., EDUC). Click submit.
6. Click on the box beside the course(s) in which you wish to register. Click submit.
7. On the following screen (Preferred Selections), select an action for each course you have selected. In the Action box, you have three options: Register, Remove from List, or Waitlist.

If the course is open, select Register to enroll in the course. If the course is full and allows a waiting list, select Waitlist to be added to the waiting list.

If you neither want to register nor want to go on the waiting list, you can choose Remove from List to remove that course selection from your Preferred Sections.

8. You will then receive a message indicating your status in the chosen course(s). Your status should appear as “Registered for this section” to indicate that you have registered successfully in the course. Scroll to the bottom of page and click OK.
9. Return to the Student Menu, click on Search & Register for Classes and repeat steps 6 through 9.
10. **ALWAYS verify your course selection or withdrawal**, click on My Class Schedule on the Student menu. This should be done after adding or dropping courses. You may want to print it for your records.
11. Be certain that your mailing address is correct. To update it, select Confirm/Change Mailing Address on the Student menu.

Waiting Lists

Nipissing University's policy on course waiting lists is available on our website: www.nipissingu.ca/calendar/regulations/academic/pages/policy-on-course-waiting-lists.aspx.

If you are on a waiting list for a course(s), WebAdvisor will contact you via your [Nipissing University e-mail account](#) if a position in the course(s) becomes available, and you are next on the waitlist. From that point, you will have 72 hours to enroll in the course. If you do not enroll in the course within the specified time, without further notice, WebAdvisor will remove your name from the waitlist and offer the position to the next student on the waitlist.

Continuous Enrolment

Each term PhD students are required to be registered in one of the following:

- a 3-credit MEd or PhD course, as required by their program, **OR**
- EDUC-6127 PhD Comprehensive Exam, **OR**
- EDUC-6999 Dissertation, **OR**
- EDUC-0500 GR Ed. Program Continuation*

*EDUC-0500 GR Ed. Program Continuation is required if the PhD student is on a waitlist for a course and is unsuccessful in enrolling AND is not enrolled in any other course in the same term.

Spring/Summer is considered one term split into two 6-week sessions; a 6-week spring session and a 6-week summer session. EDUC-0500 GR Ed. Program Continuation will be available for registration in the summer session, students, therefore, may not be enrolled in the spring session.

NOTE; the term tuition fees for PhD students are posted to their account once they register in one of the above courses.

Progress Report

Each academic year, every registered student is required to submit a progress report which can be found on the [Ph.D. website](#). The report details the courses that have been completed, and the academic goals of the student.

It is recommended that students contact their Faculty Advisor to discuss their academic goals and direction, prior to the completion of the report.

Grades

Graduate Grading System

With the exception of the Comprehensive Exam and the Dissertation, the standardized grading system for graduate courses at Nipissing University is:

A+	90-100%	B+	76-<80%
A	85-<90%	B	70-<76%
A-	80-<85%	F	<70%

Graduate students must maintain a grade average of B to pass. Graduate students who receive an F on a course may apply to the Graduate Advisor / Graduate Chair for permission to re-take the course using an application for continuance form (www.nipissingu.ca/graduatestudies/forms.asp).

Incomplete Standing

In exceptional circumstances, a student may submit a request to the Dean through the Instructor consideration for an Incomplete grade (I) Any student assigned an Incomplete grade must complete all course requirements within one month after the end of the examination period. If after that period the course is not completed or an extension has not been granted by the Dean, a grade of zero will be assigned to those components not completed.

In order to be considered for an extension of the completion date beyond the normal one month period, a student must submit a written request to the Dean, through the Instructor, explaining the reasons for such an extension. Under no circumstances may a completion date exceed six months from the end of the examination period. (Academic Calendar 2013/2014, p. 47, <http://www.nipissingu.ca/calendar/regulations/academic/Pages/Evaluation-and-Grading-System.aspx>)

Appeals

Appeals are normally heard regarding possible inequities in the process used in the grading. Should a student not be satisfied with an awarded grade, s/he may appeal. The first level of appeal is to the course instructor. If this does not bring satisfactory results, the student may appeal to the Dean of the Schulich school of Education. If not satisfied by the Dean's response, the student may appeal to the Admissions, Appeals and Petitions Committee of Senate. For the complete University appeal process please refer to the Academic Calendar 2013/2014, p. 51 <http://www.nipissingu.ca/calendar/regulations/academic/Pages/Student-Appeals-and-Petitions.aspx> .

Transfer Credits

Once students are registered in the program, they may enroll in a maximum of two 3-credit or 6-credit hours of graduate level courses, which cannot include the core courses, through another graduate program. If students have received advanced standing for courses imported into their program, these will reduce the number of courses students may take at another university, while in the program. To receive permission to take a graduate level course at another university, students are required to submit a brief description of each course they wish to take and the credit hours allocated to it. If the course is located in an Ontario university, students must complete the **Ontario Visiting Graduate Student** form found on the School of Graduate Studies website: <http://www.nipissingu.ca/academics/graduate-studies/forms-procedures/Pages/Forms.aspx>. If the course is accepted into the student's program, the request will be approved and forwarded to the host university.

Tuition Fees

Current tuition fees and charges are available on our Finance website <http://www.nipissingu.ca/departments/student-financial-services/fees-and-payments/graduate-studies/Pages/Educational-Sustainability.aspx>. Students are required to pay a term fee plus ancillary fees, in each of the Fall, Winter, and Spring/Summer terms for 12 consecutive terms. Students receiving the doctoral scholarship are responsible for paying tuition and ancillary fees not covered by the scholarship by the payment deadline. There will be a term Continuation Fee applicable for every additional term until degree completion, to a maximum of 18 consecutive terms.

The Comprehensive Examination

Students may apply to complete the Ph.D. Comprehensive Exam once they have completed all of the core courses and the two consecutive summer residencies. Generally, students will have also completed the elective courses. All students are required to satisfactorily complete two written qualifying papers. In the papers, students are expected to bring a variety of theoretical perspectives and research methodologies to their intended area of research, consistent with the commitment to the program's interdisciplinary approach to education studies (no course weight). The papers are to allow students the opportunity to situate their chosen area of research in the broad educational context. The papers serve as the Comprehensive Examination.

Application Process

Before submitting the preferred date for the examination, students must have identified their intended Research Supervisor and Ph.D. Supervisory Committee, and have defined their research area and completed the required reading in the areas covered by the questions. Ph.D. students must identify, four weeks in advance, the date on which they intend to submit the papers by submitting the Ph.D. Comprehensive Exam Application available on the [SGS website](#) under Supplementary Graduate Studies in Education forms.

Evaluation of the Comprehensive Examination (under review)

The Comprehensive Examination Review Committee for each paper will be composed of:

- a) the dissertation supervisor;
- b) other members of Graduate Studies in Education who are chosen by the dissertation supervisor for their level of expertise (optional);
- c) a full member of the Education graduate faculty assigned by Graduate Studies in Education.

a) and b) will share 50% weighting (as determined by the Supervisor) where c) will carry 50% weighting in terms of the final evaluation. The mark for the comprehensive exam is pass or fail.

Resubmitting the Comprehensive Exam (under review)

In the event that one reviewer assigns the exam question as passing grade and the other assigns a failing grade, the reviewer must provide documented evidence supporting the failing grade. Students will then have the opportunity to resubmit the question for further assessment.

Facilities

Nipissing University Library

The Education Centre Library is committed to providing M.Ed. students with the resources they need. To this end the Library has an expanding collection of books, scholarly journals, videos, and kits. The Library also has a dedicated Reference Staff at the Information Desk who are more than ready to help you. The Library subscribes to over 40,000 periodical titles in paper, microfilm and electronic formats. The databases to search for articles are accessed through the “E-Resources” link on the Library home page. From off-campus all you need to do is sign into the proxy server with your WebAdvisor username and password.

The Library’s holdings of books and other material can be searched using the online catalogue available on the Library’s website www.eclibrary.ca.

A list of the periodicals available through the Library can be found using the link “Journals by Title” which is found on the Library home page.

OFF CAMPUS LIBRARY SERVICES

Library Homepage: www.eclibrary.ca

For assistance with library services, please contact:

Off Campus Library Staff
Harris Learning Library
100 College Drive
North Bay, ON P1B 8L7

1-800-655-5154 (choose library)
or: 705-474-3461 ext. 4221
Fax: 705-497-1455
distance@eclibrary.ca or info@eclibrary.ca

Remember that we are here to help so do not hesitate to contact us.

Please help us by always including your contact information (name, student number, address and phone number) when you contact us. This saves us from having to confirm your information before sending the material you need.

How do I look up books and audio-visual material?

Click on the “Catalogue” link on the Library home page. When you request items it is helpful for us to know the title, author and call number of the items.

The Library also has e-books and these will show up when searching the catalogue. They show up as “Electronic Resources.”

There is a “keep” feature in the catalogue (in the left corner of the search results and in the left corner of the item record) which allows you to mark the items you want and then email the results.

How do I ask for items from the library?

Once you know the titles that you want to borrow, send us a list by email, fax or by phoning us (see contact information above.) Please include your name, student number, address and phone number when asking for items. The items will be shipped to you either by fax, email, courier or Priority Post. Instructions for returning the items free of charge will be included in each shipment.

How long can I keep the item(s)?

The loan period is 28 days. Please allow time for delivery. Overdue fines are 30 cents per day per item. There will be a replacement charge and processing fee for lost items. You may renew each book once if it has not been requested by another student.

How do I put a hold on item that is out?

If you want to place a hold on a book please contact the Distance Ed. Library staff so that the item can be sent to you when it is returned.

How do I send the material back?

Instructions for sending books back are included when the package is sent out.

How do I find journal articles and login to the databases?

To find journal articles you need to search one of the databases available under the “E-Resources” link found on the library home page. Many of the databases provide the full text of journal articles. Once you click on the name of the database, you will be asked to login using your WebAdvisor username and password.

What databases relate to education?

See <http://www.eclibrary.ca/library/list-subject-education>.

Get it! 

You will see this symbol beside the articles in most of our databases. When you click on it another window will open. If the article is available in another database then the title of the database will appear with a red GO button. Look for the phrase “Get full text.” This will take you to the full text of the article.

What journals do we have access to?

To see if the Library has a particular journal go to the “Journals by Title” link on the home page. This is a listing of all the journals available in the library, both electronic and print.

- If it is available electronically then it will be a live link. Click on the title and it will take you right to the journal. You will then click on the year and issue to work your way down to the article.
- If it is available in print or microform in the library send us the citation of the article and we will copy it and send it to you.

What is RefWorks?

RefWorks is a citation manager. It will import citations directly from many databases. It will also format your in-text citations and bibliography. You will still need to edit the citations to make sure that they were imported and formatted correctly.

RefWorks is accessed from the Library web site. When you click on the link you will be asked to sign in. The first time you access it, click on “Sign up for a New Account”. To familiarize yourself with RefWorks there is a very good tutorial and a “Quick Start Guide” under Help.

Other University Libraries

In addition to the above resources, you can obtain access to most university libraries in Canada by presenting your current student card (which confirms your status as a graduate student.) For more information see the “Canadian Universities Reciprocal Borrowing Agreement” at www.coppul.ca/rb/rbindex.html

Off-Campus Centres

Currently we offer courses at our regional campuses in Bracebridge and Brantford, as described below.

Bracebridge Campus

Nipissing University maintains a campus in Bracebridge, Ontario. It is located at 125 Wellington Street, Bracebridge.

Brantford Campus

Nipissing University and Wilfrid Laurier University jointly offer a concurrent B.Ed. program in the Brantford area. Nipissing University also offers AQ and M.Ed./Ph.D. courses in the same location. All courses are located at Nipissing University – Brantford Campus, 50 Wellington St., Brantford.