

Orientation Guide for the Ph.D. Program in Applied Language and Speech Sciences

Updated, September 2019

INTRODUCTION

The Ph.D. in Applied Language and Speech Sciences (ALSS) is intended to produce professor/researchers at the most advanced doctoral level. That is, the goal of this program is to mentor students into a career in academia where research, publication, teaching and service are the measures of success. Although doctoral students can participate in clinical activities (with the direction of their primary mentor and approved by a vote of the entire faculty), it is not the goal of this program to produce advanced clinicians (although this may come as a result of their training). If an ALSS Ph.D. student wishes to pursue clinical credentials (Certificate of Clinical Competence [CCC], offered through the American Speech-Language-Hearing association [ASHA]), this must be declared prior to beginning the program and must be approved by the Graduate Faculty in ALSS. If this option is declared and approved, the Ph.D. student must take 50% or greater of their courses each semester in the ALSS Ph.D. program. If this option is declared and approved, and if the student is funded, the usual funding cycle will not be extended. The typical funding cycle for Graduate Assistants, Research Assistants and University Fellows is three years with an optional fourth year of funding when requested, and only granted by the CODI Graduate Faculty's approval.

**The student must complete all requirements within seven calendar years beginning with the first semester of enrollment as a Ph.D. student.

TERMINOLOGY

Doctoral student: any student actively enrolled in the ALSS Ph.D. program that is making “satisfactory” progress towards the completion of their degree, and prior to their successful completion of their comprehensive examination experience.

Doctoral candidate: any student actively enrolled in the ALSS Ph.D. program that is making “satisfactory” progress towards the completion of their degree and has successfully completed their comprehensive examination experience. These students are working on the dissertation and may be labeled as ABD (all but dissertation).

Doctoral Advisory Committee: the committee that is selected by the Ph.D. student in collaboration with their primary mentor that plans out and approves the Ph.D. Program of Studies. This committee must be comprised of the student’s primary mentor and at least two other members of the Graduate Faculty at the University of Louisiana-Lafayette. A majority +1 must be members of the Graduate Faculty in the Applied Language and Speech Sciences Program. The primary Mentor (director) must be a level 2 member of the Graduate Faculty in the Ph.D. program in Applied Language and Speech Sciences.

Dissertation Committee: this committee is composed of at least 3 individuals. The Chair must be a Graduate Faculty member (Level 2) in CODI. The committee must have over 50% from CODI (a majority + 1). Members from other departments in the university are allowed on the committee, but must have graduate faculty status (either level 1 or level 2).

Ph.D. Coordinator: this faculty member is responsible for the coordination of all practices related to the Ph.D. degree program. The Coordinator can sign many of the forms required by the Graduate School and other university entities. Currently, this is Dr. John Tetnowski. He can assist you in most matters related to the Ph.D. Program. (contact: john.tetnowski@louisiana.edu)

Program Director: the faculty member that directs the entire department (all three degree levels). The Program Director can sign many of the forms required by the Graduate School and other university entities, as well as make other departmental decisions. Currently, this is Dr. Ryan Nelson. He can assist you in most departmental and university matters. (contact: ryan.nelson@louisiana.edu)

ADMISSIONS

A student may apply to the Ph.D. Program at any time. Admission decisions are made at least 5 times per year (February 1, April 1, May 1, September 1 and December1), and other times as needed. This allows for admission into the program during any semester.

All applications are sent to the Graduate School (gradschool.louisiana.edu) and are sent to the department when the application is completed. An application packet includes:

- A completed application and payment of the application fee
- A letter of intent which includes the identification of a primary area of study and a primary mentor (the primary mentor must agree to accepting this student)
- 3 letters of recommendation/support from people familiar with their work and academic potential
- A writing sample (published paper or term paper is ideal; other suitable writing samples are accepted)
- Official transcripts from ALL universities attended
- A GRE score supplied by the Educational Testing Service sent directly to the university (preferably within the past 7 years; older score are acceptable in some situations)
- International student require a TOEFL score or equivalent

Applicants for admission are voted on during meetings of the Graduate faculty in CODI. A simple majority of Graduate Faculty members in CODI is required for admission along with the acceptance by the primary mentor.

At the time of application, a student may also apply for funding. Funding is available through:

- Graduate Assistantship (GA)
- University Fellowships
- Out-of-state tuition vouchers
- Other

A student may also apply to get clinical certification (CCC) at the time of application. This must be submitted in writing at the time of application.

ADMISSION, FUNDING, and CLINICAL CERTIFICATION are all voted on separately by the Graduate Faculty in CODI at the time when a completed application is received.

STEPS IN THE PH.D. PROGRAM

There are three major steps in completing the Ph.D. in Applied Language and Speech Sciences (ALSS). They are:

1. Coursework
2. Comprehensive Examination/Experience
3. Dissertation

DOCTORAL ADVISORY COMMITTEE

On or before entry to the program, the student shall identify a member of the Graduate Faculty in Communicative Disorders willing and able to serve as his/her Mentor (i.e., primary advisor), or the Graduate Coordinator will identify someone willing and able to serve in that role. To serve as a Mentor to any doctoral student the faculty member must have an active publication and research agenda in the student's declared area(s) of interest. No student will be admitted unless there is a qualified member of the Graduate Faculty willing to serve as that individual's Mentor. A student may change Mentors during the course of study, provided that another willing and able Mentor is named in writing to the Graduate Coordinator of the Ph.D. Program.

In addition to the primary mentor, the doctoral advisory committee will consist of a minimum of two other faculty members of the Graduate Faculty (a majority + 1 must be members of the department). This committee will be responsible for approving a doctoral student's program of study and comprehensive exam experience.

COURSEWORK (GENERAL REQUIREMENTS)

All students must complete 72 post-baccalaureate semester hours of which at least 48 hours must be in approved non-dissertation (and non-prerequisite) course work and of which a maximum of 15 approved hours can be counted from any master's degree program already completed. The student must complete all requirements within seven calendar years beginning with the first semester of enrollment as a Ph.D. student.

COMMON CORE:

Theoretical Core

Students are required to obtain a theoretical understanding of the theoretical issues related to their studies in Applied Language and Speech Science. This Theoretical Core must be chosen from the following courses:

- CODI 601(Semiotic Theory and Research)
- CODI 602 (Clinical Neurolinguistics)
- CODI 603 (Clinical Sociolinguistics)
- CODI 607 (Developmental Theorists)
- CODI 608 (Concepts in Disability)

It is up to the student in consultation with his/her Mentor and/or Dissertation Director to ensure that this requirement is met.

Research Core

Students are required to obtain the qualitative and/or quantitative research skills necessary to their individual research agenda. Students must take:

- CODI 606 (Experimental Research Design in CODI)
- CODI 610 (Qualitative Analysis of Social Action)
- at least one more course in research methods/design at a 500 level or higher

It is up to the student in consultation with his/her Mentor and/or Dissertation Director to see to it that this requirement is reasonably met.

COMPREHENSIVE EXAMINATION

Each student, with the advice and consent of the Advisory Committee, must pass a Comprehensive Examination set by their Advisory Committee. Upon completion (or near completion) of your coursework, a student should request (in writing) to take her/his comprehensive examination.

Upon receipt of the request (given to the PhD Coordinator and your primary advisor/mentor), the Doctoral Advisory Committee will meet with the student and determine the format of the comprehensive examination. The scheduling of this meeting should occur in a timely and reasonable fashion (typically within 16 days of the request). All students must address the core areas of their Program of Studies in their comprehensive examinations, and at a *minimum, every* student must show evidence of sufficient knowledge in one or more applications to at least one of the following four areas:

- ▶ 1. Some particular area of communication sciences and/or disorders (may specialize in a particular disorder, its diagnosis, or treatment). Examples:
 - ▶ Literacy
 - ▶ Speech disorders
 - ▶ Language disorders
 - ▶ Language acquisition (L1 or L2) or a specialization within either of these such as literacy, phonology
 - ▶ Diversity issues in communication/education
 - ▶ Measurement or diagnosis of any of the above
 - ▶ Methodologies of treatment or intervention.
- ▶ 2. Theoretical Issues (e.g., Linguistic, Motoric, Semiotic, Social)
- ▶ 3. Qualitative Research Design and Methods
- ▶ 4. Experimental Research Design and Methods

OPTIONS FOR COMPREHENSIVE EXAMINATION

- 1) The traditional option: Doctoral Advisory Committee *sets* questions and the student addresses the questions in a written examination.
- 2) The interactive option: The student submits a proposal to their Doctoral Advisory Committee describing no fewer than 2 key problems in each of three critical areas covered in one or more of the areas described above in 1-4. These three critical areas serve as the proposed areas of examination for the student. The Committee reviews these areas and reaches an agreement with the student over their final selection. The committee then sets the final questions for the examination. In all matters of dispute between the student and the Doctoral Advisory Committee regarding the option or the areas chosen, the student may choose to withdraw his/her proposal and reformulate his/her Doctoral Advisory Committee.
- 3) The grant writing option: In this procedure, the candidate will write a full grant from a national or international federal granting agency. The student must:
 - a. Find and select the grant that they will be working on
 - b. Have their Doctoral advisory committee agree to the grant
 - c. Completely write the entire grant application (including budget, methods, etc.)
 - d. Turn in the entire application to the Doctoral advisory committee
 - e. Present their application (orally) to their Doctoral advisory committee and answer all questions and concerns
 - f. Grading will be the same as written comprehensives
 - g. This option is ONLY available to students that have taken a doctoral level grant writing/preparation course
 - h. NOTE: This option is temporarily suspended until the Grant Writing Seminar is re-scheduled

PROCEDURAL PROCESS FOR COMPREHENSIVE EXAMINATION

The comprehensive examination will take place between 12 and 16 days after the meeting in which the examination is agreed upon by the Doctoral Advisory Committee. If the traditional option is followed, the Doctoral Advisory Committee must set the questions for the examination in areas of its choosing. If the interactive option is followed, the Doctoral Advisory Committee will set the examination questions in the three areas interactively agreed upon by the student and the Committee and these may be tailored at the discretion of the Committee to fit the problems the student is addressing in his or her Program of Studies. *In cases of dispute regarding the formulation and selection of the questions, the committee will decide by a simple majority vote.*

In all matters of dispute between the student and the Doctoral Advisory Committee regarding the option or the areas chosen, the student may choose to withdraw his/her proposal and reformulate his/her Doctoral Advisory Committee.

For the traditional option, the Doctoral Advisory Committee will, according to the agreed upon procedure, prepare nine questions of their choosing and in whatever form they desire.

For the interactive option, the Doctoral Advisory Committee will, according to their agreed upon procedure, write two essay-type questions in each of the three areas for examination plus one multiple-part short answer question for each of the three areas. This preparation results in nine questions.

Under both options, the candidate (student to be examined) will be limited to a maximum of six hours to answer the questions presented. Under the traditional option, the student will be allowed to choose six of the nine questions to answer. Under the interactive option, the student must answer three of the essay-type questions, one in each of the major critical areas and three of the short answer questions these may have choices, e.g., 9 out of 12. A student should not answer more than six questions. If a student does answer more than six questions, the Doctoral Advisory Committee will disregard the answer that is superfluous. The student will sit for 6 hours across 2 days in either option.

The examination will take place in a quiet place under the supervision of a faculty member. The candidate will be allowed to answer the questions via handwriting or typing. In the case of the typing option, the candidate will be provided with a secure laptop through password access, the questions, and no other material. No other material relevant to the potential questions will be allowed in the room.

The written questions will be read and graded by the Doctoral Advisory Committee. Results will be submitted to the Doctoral Advisory Committee Chair within five working days of receipt to be followed by an oral examination by the Doctoral Advisory Committee. In exemplary cases, the oral examination may be waived. The oral examination (with an emphasis on the questions under review) shall be conducted within one week (five working days) of the written submission (the point at which the written grades are submitted to the Doctoral Advisory Committee Chair).

If an oral examination is called for (and this is the normal procedure), it will be conducted within two weeks of the written examination (maximum 10 working days). The oral examiners may question any part of the written exam, but will emphasize any identified areas of difficulty or deficiency in the written

examination. The Oral examination will not normally take more than 2 hours nor less than 1 hour, after which the committee will meet in camera and the student will be notified of the result.

In all matters of grading (both the written and the oral portions) the assigned grades will be “Fail”, “Pass”, “Pass with Distinction”. These grades will be assigned via a simple majority of the Doctoral Advisory Committee. The Chair of the Doctoral Advisory Committee will notify the Coordinator of the Ph.D. Program in ALSS and the Graduate School of the results by written memo.

All matters of comprehensive exam paperwork are the responsibility of the Chair of the Advisory Committee. This includes compilation of the examination questions, transmission of copies of the completed examination to the Advisory Committee members, compilation of the assigned grades, informing the student of the results, and informing the Coordinator of the ALSS PhD Program and the Graduate School of the results, and all requisite paper work concerning the conduct and outcome of the examination.

The comprehensive examination – both questions and the product of the student – shall be the property of the Faculty of the ALSS PhD Program and shall be kept by the ALSS Doctoral Coordinator for no less than two years and shall not be provided to the student or other students.

IN ALL CASES OF COMPREHENSIVE EXAMINATIONS

- ▶ **Only two attempts are allowed.**
- ▶ **If the student does not pass the comprehensive experience in two attempts, they will be dismissed from the University.**

DISSERTATION and DISSERTATION COMMITTEE

Upon completion of a comprehensive exam experience and all other requirements for candidacy, a student should form a DISSERTATION COMMITTEE. The makeup of the dissertation committee does not have to be the same as the Doctoral Advisory Committee.

The Chair of the Dissertation Committee must be a member of the Graduate Faculty (Level 2) in CODI. The remainder of the committee will be comprised of at least two other members of the Graduate faculty at the University of Louisiana-Lafayette (levels 1 or 2) and a majority (50% + 1) must be from CODI.

The student must present a written copy of their dissertation proposal (with cooperation of the Chair of their Dissertation Committee) to the committee prior to beginning work on the dissertation project. After acceptance of a dissertation proposal, the student must remain continuously enrolled for dissertation credit (excluding summers) until the dissertation is accepted. The scope of the project should be sufficiently rigorous to meet with the standards of Ph.D. level dissertations in Communicative Disorders, linguistics, and other related fields throughout the country.

Dissertation Defense

After the dissertation is completed to the satisfaction of the Dissertation Director, it is to be presented in its completed form to the other members of the Dissertation Committee and the Graduate Coordinator of the Ph.D. program. At the discretion of the Dissertation Director, a formal, public Dissertation Defense will be publicly announced to all committee members, the Graduate School, and all participants in Research Colloquium, not less than two weeks prior to its occurrence.

Final Submission

After the student has completed the public oral defense of the dissertation (as judged in camera by the Dissertation Committee and possibly attended by an outside observer appointed by the Dean of the Graduate School), the student must file such copies as the Department and/or Graduate School may require (including electronic versions) and must submit the Abstract of the work in an acceptable form for publication in *Dissertation Abstracts*.

RESPONSIBILITIES OF A PHD STUDENT

Full-time students can expect to take 3-4 courses per semester (Fall and Spring), with optional courses during the summer. These courses should all be part of the students program of study. In any given semester, 50% or greater of their courses MUST be at doctoral level (600 level). In addition to coursework, ALL full-time doctoral students must register for CODI 600 (Professional Colloquium) every fall and Spring Semester until they become a doctoral candidate. All doctoral students must present at least once at the Colloquium during their tenure.

GA students MUST BE AVAILABLE to complete their 20 hours of assigned duty between 8 a.m. and 6 p.m. Monday-Thursday (8 a.m. until 12 noon on Friday). GA students will be assigned to a professor (typically their primary mentor) to complete their work and may be assigned to teach a course at the discretion of the Department Chair. GA students typically are assigned one course per year during their 2nd and 3rd years. In some occasions, GA students may be assigned to teach more than this minimal requirement. When a student is assigned to teach a course, it will count as 10 hours of their required 20 hours of work. Students that hold the ASHA-CCC may be required to complete clinical supervision as part of their work requirement. Generally, teaching or supervision will make up 50% or less of the GA student's work requirement with at least 50% being assigned to research/lab work with their primary mentor.

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***It is the responsibility of the doctoral student/candidate to maintain and regularly check a university e-mail account. This is the primary means of contacting you for official business. We do not send to other e-mail accounts (gmail, yahoo, etc). This e-mail address should be used on all university correspondence, including when submitting papers for publication and presentation. It identifies you with the university.

PAPERWORK

All require paperwork and documentation of success or progress are the ultimate responsibility of the doctoral student/candidate. All requirements are listed in the University Catalogue (https://catalog.louisiana.edu/preview_program.php?catoid=13&poid=5913&returnto=3882)

and

in the Graduate School's "Graduate Rules and Regulations" as well as "Requirements for the Doctor of Philosophy Degree (<https://catalog.louisiana.edu/content.php?catoid=13&navoid=3880>)

PH.D. STUDENT CHECKLIST OF ALL REQUIREMENTS

- Took Graduate Record Examination prior to first semester of study.
- Prepared outline of curriculum with department head or advisor.
- Passed departmental preliminary examination (only needed if PhD is in an unrelated area).
- Had a dissertation committee approved by the Dean of the Graduate School.
- Completed courses listed in outline of curriculum.
- Completed foreign language requirements (can be waived).
- Satisfactorily completed the general comprehensive examination.
- Admitted to candidacy immediately after satisfactory completion of the general comprehensive examination.
- Presented an acceptable dissertation proposal to the Dissertation Committee.
- Completed and returned the Graduation Check-List to the Graduate School by end of the first week of last semester of graduate work.
- Submitted Application for Degree and paid diploma fee by the end of the first week of the last semester of study.
- Completed residence requirements.
- Presented dissertation in a form and according to a schedule acceptable to the dissertation committee before taking the final examination.
- Satisfactorily completed the final examination.
- Maintained a 3.0 average overall and in major field, with no more than one C in a course to be applied toward the fulfillment of degree requirements, and with the prescribed number of semester hours earned in courses at the 500 and 600 levels.
- Turned in, or made arrangements for turning in, to the Graduate School office the approved four copies of the dissertation in perfect, finished form, each with an approval sheet with original signatures in black ink and a dissertation abstract, and two extra copies of the abstract, and paid dissertation binding charge of \$15.00 per copy.
- Paid appropriate fees for the services provided by ProQuest Information and Learning. See the Graduate School Office for the current fee amounts.
- Attended graduation exercises, unless excused in advance in writing by the Dean of the Graduate School.

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NOTES