1. The candidate enrolls in ESED 8130-Research on Current Trends and Issues. In this course the candidate has an overview of current researchable topics and learns the skills of writing a viable literature review on a chosen topic. The literature review is Key Assessment #1 of the Ed.S. Program; in this course, Key Assessment #6 Dispositions is also assessed. At the end of ESED 8130, the candidate fills out Form A (with digital signatures) describing a tentative research topic. Form A is signed digitally by the ESED 8130 Instructor. The candidate also makes contact with his/her advisor and fills out a tentative Program of Study.

2. Within the first 6 hours of course credit, the candidate identifies an Ed.S Committee Chair who is a content expert. Following discussions about the proposed topic of research, the Chair also signs Form A. It is the candidate’s responsibility to find a Chair and to have a completed Form A signed by both the 8130 Instructor and the Chair.

3. The candidate takes three electives courses and other required courses, completing Key Assessment #2 in ESED 8132; Key Assessment #3 in ITEC 8231, and Key Assessment #4 in ESED 8131. The research methods courses of EDUR 8131 and EDUR 8434 are taken towards the end of the program. Each course is designed to enrich the candidate’s understanding of viable educational research and its application to the field.

4. The candidate completes EDUR 8131 – Educational Statistics before taking EDUR 8434. These courses provide the candidate with exposure to research methodology and possible ways to design an action research project.

5. The candidate enrolls in EDUR 8434 - Field Based Education Research. On the first day of class, the candidate submits Form A which was previously signed by the 8130 instructor and the Chair. The purpose of EDUR 8434 is to develop a research proposal. Key elements include a literature review, research questions/hypotheses, and methodology. The methodology for the candidate’s action research project is developed in this class and evaluated by the EDUR 8434 instructor. In this class the candidate will complete the following items and other specific course requirements:
   a. Research Topic Approval Form (Form B) describing the methodology
   b. IRB on-line training module, with completion of your IRB certification
   c. IRB approval process forms by the end of course, with exceptions for those students who turn in their 8434 proposals at the midnight hour.

6. The candidate submits IRB proposal prior to enrolling in ESED 8839. Submission of the IRB forms and a completed, signed Form B are required for entering ESED 8839. Both documents require a signature of approval by the Chair.

7. The candidate enrolls in ESED 8839, the culminating field project research course. The instructor will direct the implementation and completion of the research study. The Chair oversees the development of the entire project and chairs the defense. The EDUR 8434 instructor oversees the methodology and is present at the oral defense before the candidate’s research committee. The three member committee who evaluates the oral and written action research project consists of the Chair, the EDUR 8434 instruction, and the ESED 8424 Instructor or a qualified graduate faculty member.
a. Submission of the IRB proposal is required before the first day of class. No data collection is permitted without IRB approval.

b. The candidate conducts the study and writes a formal academic paper that is evaluated as an Ed.S. Key Assessment #5. The instructor also evaluates the candidate’s dispositions for the second measurement of Key Assessment #6.

c. The candidate submits Ed.S. Comprehensive Assessment Application (Form C) at least 2 weeks prior to research study defense to committee members. Form C states the time and day of the defense and the topic; Form C has to be signed by all committee members in order to defend. The candidate also sends committee members a copy of the final paper two weeks prior to the defense.

d. The Ed.S. candidate makes a formal oral presentation of the study to members of the Ed.S. Committee. The presentation is open to other faculty and students who want to attend.

e. The Ed.S. Committee evaluates the study and presentation using the Action Research Project Scoring Rubric.

f. A finding of “Acceptable with Revisions” or “Unacceptable” requires a Plan of Action to be outlined by the Committee members (see Form D).

g. A finding of “Acceptable with Revisions” requires the Ed.S. candidate to submit by designated due date, to the Ed.S. Committee Chair all requested revisions as outlined by the Ed.S. Committee.

h. The Ed.S. Committee signs the Completion of Ed.S. Comprehensive Assessment (Form D) at the end of the candidate’s presentation. A finding of “Unacceptable” results in ESED 8839 course failure. No IPs are given for this course.

i. The Chair files Form D in the candidate’s file and forwards copies to the Advisor.

8. The candidate is responsible for filing all papers to ensure graduation at the end of the semester. No courses are to be taken after completion of ESED 8839. The candidate completes the Program of Study found on the COGS website, which contains a digital signature, and forwards it to her/his advisor for a signature of approval and submission to COGS. The filing of all papers by the due dates to COGS is the responsibility of the candidate.