



WESTERN MICHIGAN  
UNIVERSITY

# **Interdisciplinary Studies Doctorate**

## **Graduate Student Handbook**

Graduate College  
April 2015

## **Introduction**

The **Interdisciplinary Studies Doctorate** at Western Michigan University is a unique degree that offers flexibility to students with interests that span existing academic boundaries and established programs. The degree is housed in the Graduate College and combines coursework and research in two or more disciplines/programs and may involve more than one academic college. Each degree program is individually designed to meet the research interests of each student.

This Interdisciplinary Studies Doctoral degree supports the learner-centered, discovery-driven, and globally engaged missions of WMU by meeting individual student needs, promoting academic collaboration across the university, and producing scholars with a global approach to solving problems.

For other information about the Interdisciplinary Studies Doctoral degree, contact the Graduate College at 269-387-8212 or visit the Graduate College website at [www.wmich.edu/grad/](http://www.wmich.edu/grad/).

## **Purpose of the Handbook**

This handbook is intended as a guide to assist prospective students, students admitted to the Interdisciplinary Studies Doctoral degree program, and the faculty serving on Interdisciplinary Studies dissertation committees. All guidelines described herein are subject to compliance with the policies and procedures of the university, as outlined in the Graduate Catalog ([catalog.wmich.edu](http://catalog.wmich.edu)). For additional information, please contact the Graduate College.

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### **For Prospective Students:**

Thank you for your interest in the Interdisciplinary Studies Doctoral (ISD) degree offered at Western Michigan University. The ISD degree is designed for students with interests that are broader than any single discipline, whose unique needs cannot be met by our current graduate program offerings. The ISD degree allows students with broad, cross-disciplinary interests to take a lead in designing a tailored doctoral degree, with oversight by a dissertation committee consisting of faculty from at least two disciplines. If you believe this program is right for you, you are encouraged to begin a conversation with the Graduate College indicating your interest and to speak with potential faculty with whom you would like to work. You are encouraged to look at faculty research areas by searching the department websites in disciplines that might relate to your area of interest and contact faculty that might be able to assist you with your goals. If you are not a WMU student, please be aware that you may need to visit campus to meet with potential committee members before applying to this program. Admission to the ISD degree program requires a well-designed plan of study that combines two or more disciplines, so please ensure that you have put in sufficient time and effort to outline your program of study before submitting an application.

The ISD degree is not an alternative for students who were not able to gain admission to other programs or who were not successful in another program. Our first priority is to support established programs at WMU, and if a current program will meet your needs then we encourage you to pursue that degree option.

Admission decisions will be made by a committee consisting of the graduate dean or designee, at least one faculty member from each of the areas of proposed study, and the department chairs from the areas of proposed study. Faculty and chairs consent to their involvement on a case-by-case basis. If an applicant has been dismissed from another doctoral program at WMU prior to applying for the Interdisciplinary Studies Ph.D. degree, a review of their credentials will include evaluation of evidence of personal and academic improvements since the dismissal.

### **Admission Requirements**

Application materials may be obtained from the WMU Admissions Office website [www.wmich.edu/apply/graduate](http://www.wmich.edu/apply/graduate).

The following application materials are required for regular admission to the Interdisciplinary Studies Ph.D. degree program:

1. Bachelor's or master's degree with a minimum grade point average of 3.25/4.00
2. Completion of the general Graduate Record Examination
3. Current curriculum vita
4. Statement of purpose outlining the proposed study plan reflecting the interdisciplinary nature of the degree. The student must consult faculty members in the disciplines involved for guidance. The program of study must justify the need for an interdisciplinary studies program and should address the potential career placement after degree completion.
5. Names of at least 2 faculty members in the areas of proposed study who have agreed to participate must be listed in the statement of purpose; at least one of these faculty members must consent to serving as dissertation chair. Student must get consent from these faculty members before listing them and these faculty members must obtain the

consent of their department chair before agreeing to participate in the supervision of an interdisciplinary studies doctoral student.

6. Three letters of recommendation that address the academic qualifications for the degree program
7. Copies of all transcripts as required by Western Michigan University

### **For ISDD Admitted Students:**

Welcome to the WMU Interdisciplinary Studies Doctoral degree program! We are happy you have chosen this option and look forward to assisting you as you progress through your program. The Wikipedia definition for interdisciplinarity says that it involves “creating something new by crossing boundaries, and thinking across them.” This is a challenging, but rewarding, goal you have undertaken, and you are embarking on an exciting journey! The requirements outlined below will form a framework for your unique plan of study.

### **Program Requirements**

The Interdisciplinary Studies Doctorate requires at least 60 credit hours, with a GPA of 3.25 or better. Students with a relevant master’s degree may petition to the Graduate Dean to transfer some credits from their master’s program on their permanent program of study form, but at least 30 credits plus 12 hours of dissertation credits must be taken after admission to the Ph.D. program. At least half of the total credits must be at 6000-level or above. At least 6 hours of 6000-level coursework in each of at least 2 departments is required. The coursework must include the following:

- A minimum of 32 credit hours of subject knowledge, including at least 2 classes from each of 2 or more disciplines/programs.
- At least 1 credit hour of ethics, which may be offered through an online module.
- At least 15 credit hours of training in research methodology, including research method courses, graduate research credits (GRAD 7350), and demonstrated proficiency in two research tools.
- 12 hours of dissertation credits (GRAD 7300).

Supervision of the program of study and research project will be provided by a dissertation committee consisting of at least 4 members from at least 2 different disciplines/departments, including the dissertation chair or co-chairs. An external member from outside WMU may be included. The dissertation chair or co-chairs and committee will ensure that the standards for their disciplines are met.

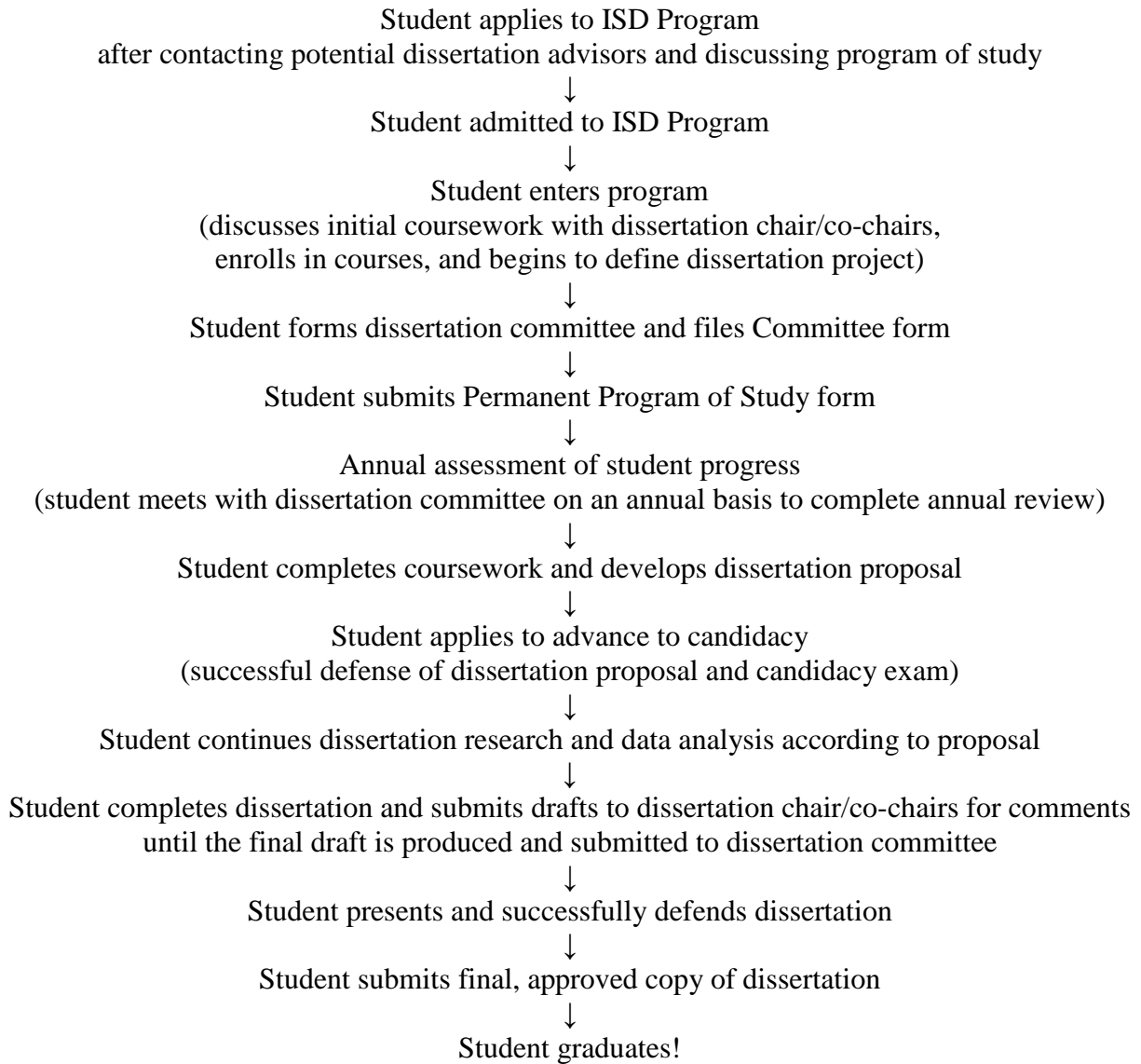
Successful completion and defense of a research proposal, and other requirements for a comprehensive exam as determined by the disciplines, is required for advancement to candidacy. The dissertation chair or co-chairs and committee will ensure that the standards for their disciplines are met.

Completion of a dissertation that involves original research that crosses disciplinary boundaries is required.

The student and the dissertation committee will meet at least annually to review the student’s progress.

Successful oral defense of the dissertation and approval by the dissertation committee is required. The dissertation chair or co-chairs and committee will ensure that the standards for their disciplines are met.

## Program Flowchart



### **Dissertation Committee Chair or Co-Chairs**

Each student in the Interdisciplinary Studies Ph.D. program must identify a dissertation chair or co-chairs before admission to the program. The dissertation chair or co-chairs will help in course selection, provide guidance in selecting and executing a project for the dissertation research, help in selecting other faculty members to serve on the dissertation committee, advise student during preparation of the dissertation proposal, and supervise preparation of the dissertation.

### **Dissertation Committee Formation**

Interdisciplinary Ph.D. students should select a dissertation committee before the end of their first year in the program. Doctoral dissertation committees must be composed of at least 4 members from at least 2 different disciplines/departments, including the dissertation chair or co-chairs. At least one of the disciplines/departments involved must offer a doctoral degree. An external member from outside WMU may also be included but is not required. All member of the dissertation committee must have full or associate graduate faculty status, as defined by university policy ([www.wmich.edu/registrar/catalogs/](http://www.wmich.edu/registrar/catalogs/)). Once the committee is formed, students must submit to the Graduate College a “Notification of Appointment to a Dissertation, Thesis or Specialist Project Committee” Form). This form can be revised at a later date if changes are needed. The form can be found at the following site ([www.wmich.edu/grad/forms/](http://www.wmich.edu/grad/forms/)). The permissions and paperwork for establishing the dissertation committee should be completed by the first annual committee meeting.

This committee will serve to supervise your dissertation research. You must meet with your graduate committee a least once per year. This committee will advise you on your plan of study and coursework, provide input on your research plan, perform annual reviews of your progress, and administer your candidacy examination and final defense. The dissertation chair or co-chairs and committee will ensure that the standards of quality for their disciplines are met.

Agreement by faculty to chair and serve on dissertation committees of Interdisciplinary Studies doctoral students includes willingness to include the student in the research culture of their department/program (including department mailing lists, invitations to seminars and social functions, and access to research facilities). Therefore, faculty must obtain the consent of their department chair before agreeing to serve on an interdisciplinary dissertation committee.

### **Annual Committee Meetings**

Each Interdisciplinary Studies Ph.D. student must meet with their dissertation committee at least once per year. Students admitted in the fall must have their first committee meeting before March 1 of their first year. Students beginning at other times have until March 1 of the following year to have their first committee meeting. The third year committee meeting for Interdisciplinary Studies Ph.D. students will be used as the candidacy exam, if this requirement has not been met before that date. Students may hold more than one committee meeting a year if desired, and it is recommended that students stay in contact with their dissertation committee throughout the year.

Committee meeting formats may vary, depending on the requirements of faculty on the dissertation committee, so ask your dissertation chair or co-chairs and committee for their preferences before the first annual meeting. Students are required to provide their committees with an update on coursework and research progress in the past year. This may be in the form of a PowerPoint presentation or a written report. It is recommended that an updated copy of your curriculum vitae also be provided to the committee. The presentation or written report should



provide sufficient background information and preliminary evidence so that the committee can be prepared to discuss the proposed course of research with the student during the meeting. The student should expect the committee to provide them with feedback on their progress and suggestions for continued success. The “Annual Review” Form (available on the Graduate College website) must be completed at the yearly committee meeting.

### **Annual Review**

All graduate students in the Interdisciplinary Studies Doctoral program will be subjected to an annual review. The purpose of this review is to ensure that students are making reasonable progress towards completion of their degree. Student performance in both research and course work will be examined during the review process. The review will be conducted by the Graduate College Dean or designee, with feedback provided by the dissertation chair or co-chairs and committee.

Before the first annual review, Interdisciplinary Studies Ph.D. students must complete an Individual Development Plan (available on the Graduate College website). For each annual review, the student’s dissertation committee will complete a recommendation for “continuation, continuation with reservations, or dismissal” on the “Annual Review” Form with comments about the student’s progress and suggestions/requirements for continued success. The form is submitted to the Graduate College Dean or designee. The review will result in a letter to each graduate student, signed by the Graduate College Dean or designee. This letter will indicate whether the student’s progress towards the degree has been found to be satisfactory, satisfactory with reservations, or unsatisfactory. If a student receives an unsatisfactory evaluation he/she will be placed on probation for one year. An unsatisfactory evaluation may lead to an immediate withdrawal of teaching or research assistantship funding. A second unsatisfactory evaluation will be grounds for dismissal from the program.

### **Permanent Program of Study**

All graduate students must file a “Doctoral Program of Study” form. This should be done by the end of the first year of study. A “Doctoral Program of Study” form is a document composed by a graduate student and his/her Dissertation chair or co-chairs, which lists all course requirements necessary for completion of the degree program to which the student was admitted. This permanent program of study is approved by the student's dissertation committee and by the Graduate College Dean and is filed in the Registrar’s Office for use in auditing the student's eligibility for the degree. This form can be revised at a later date if necessary with a “Change of Program” form. Students can access the form online at the following web site (<http://www.wmich.edu/grad/forms.html>). Failure to complete and submit this form in a timely fashion may result in an unsatisfactory annual review.

### **Advancement to Candidacy**

By the end of the third calendar year after enrollment in the ISD program, students must seek candidacy. The candidacy exam will consist of successful completion and defense of a dissertation research proposal, and other requirements for a comprehensive exam as determined by the disciplines. The proposal should be in a standard format for one of the disciplines of the interdisciplinary work; students should ask the dissertation chair/co-chairs for examples. Students should submit the research proposal to the dissertation committee at least two weeks before the scheduled candidacy exam date, to give the committee ample time to review the document. The candidacy oral exam will involve a defense of the dissertation proposal and

consideration of general knowledge in the disciplines. Other requirements for a comprehensive exam may be required by a dissertation committee, if this is typical for their disciplines. The dissertation chair or co-chairs and committee will ensure that the standards for their disciplines are met.

The student's performance in the candidacy exam will be evaluated by the dissertation committee. A positive recommendation from a majority of the dissertation committee is required to pass. In the event of failure, the candidacy exam may be repeated once within one calendar year. Student submits proposal approval and doctoral candidacy forms with dissertation committee signatures ([www.wmich.edu/grad/forms/](http://www.wmich.edu/grad/forms/)).

### **Assessment**

Students who successfully complete the Interdisciplinary Studies PhD program will demonstrate the following learning outcomes:

1. Breadth of subject knowledge spanning 2 or more disciplines
2. Familiarity with research design and methodology in 2 or more disciplines
3. High standards for ethics in research and writing
4. Ability to propose and conduct original research that crosses traditional disciplinary boundaries
5. Ability to communicate professionally in both oral and written forms

Learning outcomes will be assessed as follows:

1. Outcome 1 will be measured by successful completion of coursework in the proposed disciplines and an assessment of the student's dissertation proposal, candidacy exam, dissertation, and final oral defense
2. Outcome 2 will be measured by participation and successful completion of the required research methodology courses, demonstrated proficiency in two research tools, and an assessment of the student's dissertation proposal, candidacy exam, dissertation, and final oral defense
3. Outcome 3 will be measured by participation and successful completion of the required ethics course and assessment by the dissertation committee
4. Outcome 4 will be measured by an assessment of the student's dissertation proposal, candidacy exam, dissertation, and final oral defense
5. Outcome 5 will be measured by an assessment of the student's dissertation proposal, candidacy exam, dissertation, and final oral defense

### **Degree Completion and Graduation**

Students should file an application for graduation audit with the Registrar two semesters prior to the graduation semester. The date of graduation can be changed for no charge by contacting Graduation Auditing.

The semester prior to the final oral defense, all ISD Ph.D. students must convene a meeting of their dissertation committees to verify that all requirements for graduation are complete (i.e. all coursework, research, etc.). Students can proceed with scheduling their final dissertation defense only when all course and research requirements are completed and the dissertation committee has agreed that they are near completion of the dissertation.

The dissertation must be formatted according to university guidelines. Information on training sessions and support in writing theses and dissertations can be found at

[http://www.wmich.edu/grad/dissertation\\_thesis\\_process.html](http://www.wmich.edu/grad/dissertation_thesis_process.html), while instructions for formatting can be found at <http://www.wmich.edu/grad/guidelines>.

At least 2 weeks before the proposed dissertation defense date all students must submit a final version of their dissertation to each committee member. Failure to follow the 2-week guideline will delay the date of the defense as committee members reserve the right to refuse to evaluate any dissertation that has been submitted late. This rule ensures that the dissertation committee members have sufficient time to evaluate the work.

Ph.D. candidates must schedule their defenses through the Graduate College 2 weeks in advance of the proposed oral defense date (with “Dissertation Defense Scheduling Form” found at <http://www.wmich.edu/grad/forms.html>). The defense must take place at least one week before the dissertation submission deadline.

Students must present their dissertation research findings in a public seminar as part of the final defense. Students will reserve a room for their public seminar and post announcements around the departments related to their disciplines at least one week prior to the defense date, in order to ensure that all those interested have an opportunity to attend the seminar.

Following the public seminar, students will be asked to defend their dissertation in an oral examination administered by the dissertation committee members. This defense will consist of questions from the committee related to the research that was done or to general knowledge about topics related to the work; the student must answer questions adequately to pass the defense. The committee may ask the student to revise their document before approving the final version of the dissertation. The signature of each committee member must appear on the “Dissertation Approval” form ([www.wmich.edu/grad/forms/](http://www.wmich.edu/grad/forms/)), indicating that the student has submitted and successfully defended his/her dissertation. At least 3 members of the dissertation committee must attend the defense in person.

Doctoral students may then submit their “Dissertation Approval” form to the Graduate College. The dissertation must be successfully defended and submitted to the Graduate College by the deadline for graduation. All graduation requirements must be completed by the date of commencement.

### **Dismissal Policy**

Graduate students who fail to make adequate progress towards their degree will be dismissed from the ISD program. When reviewing the progress of graduate students, the Graduate College Dean or designee takes into account the annual reviews, feedback from dissertation committee members, and performance in coursework. While the following criteria serve as guidelines, these are not to be considered the only requirements.

Guidelines of the Graduate College for academic standards include the following:

- Overall grade point average in the degree program must be at least 3.0.
- Whenever the GPA for a particular semester is less than 3.0, but the overall GPA is 3.0 or above, the student will be warned.
- If the overall GPA falls below 3.0, the student is placed on probation for one semester.
- If the student makes some improvement to the overall GPA, although still below the standard, the student can continue on probation for one additional enrollment period, at the Graduate College Dean’s discretion, based on input from the dissertation committee.
- When the conditions are restored, probation is removed.
- If a student fails to increase the overall GPA while on probation, or fails to reach the standard GPA on a continuation of probation, he/she will be dismissed from the

university. Dismissed students must apply for readmission, but they must remain out at least one full 15-week semester.

- A student may appeal to the Graduate College.

Additional guidelines to be considered for dismissal:

- Failure to participate in the annual review process for two years is grounds for dismissal.
- An unsatisfactory evaluation in the annual review process will result in the student being placed on probation for one year. During that year, the student must remedy the issues outlined in the annual review letter and make obvious progress towards their degree. Probation will be removed if the second annual review results in a satisfactory or satisfactory with reservations evaluation.
- A second unsatisfactory evaluation in the annual review process is grounds for dismissal.
- Failure in two candidacy exam attempts will result in dismissal.
- Students found responsible for academic misconduct may be dismissed at the discretion of their dissertation committee or the Graduate College Dean.

## Forms for ISDD students

| Form   | When Due?  | Where Found?   | Done |
|--|--|--|------|
| Doctoral Research Credits (7350)                                     | As needed for electives                                    | <a href="http://www.wmich.edu/grad/forms/permission.to.elect2.pdf">www.wmich.edu/grad/forms/permission.to.elect2.pdf</a>                 |      |
| Doctoral Dissertation Credits (7300)                                 | Final semesters  | <a href="http://www.wmich.edu/grad/forms/permission.to.elect2.pdf">www.wmich.edu/grad/forms/permission.to.elect2.pdf</a>                 |      |
| Committee Formation "Notification of Appointment to a ... Committee" | Within 1 <sup>st</sup> year                                | www.wmich.edu/grad/forms.html  |      |
| Doctoral Program of Study  | Within 1 <sup>st</sup> year, after 9 credits               | www.wmich.edu/registrar/faculty-staff/advisors/index.html  |      |
| Change of Program  | As needed, if you alter your Perm. Prog. of Study          | <a href="http://www.wmich.edu/registrar/faculty-staff/advisors/index.html">www.wmich.edu/registrar/faculty-staff/advisors/index.html</a> |      |
| Individual Development Plan  | Before first annual review                                 | www.wmich.edu/grad/forms.html  |      |
| Annual Review  | Before March 1   | www.wmich.edu/grad/forms.html  |      |
| Proposal Approval  | Before end of 3 <sup>rd</sup> year                         | www.wmich.edu/grad/forms.html  |      |
| Advancement to doctoral candidacy                                    | Before end of 3 <sup>rd</sup> year                         | www.wmich.edu/grad/forms.html  |      |
| Underenrollment  | As needed when on assistantship and enrolled in <6 credits | www.wmich.edu/grad/forms.html  |      |
| Graduation Audit   | 2 semesters before graduation                              | www.wmich.edu/registrar/graduation/graduationaudit.html  |      |
| Dissertation Defense Scheduling                                      | At least 2 weeks before defense date                       | www.wmich.edu/grad/forms.html  |      |
| Dissertation Approval  | Bring to defense   | www.wmich.edu/grad/forms.html  |      |
| Dissertation Submission Check-In                                     | When turning in dissertation to Graduate College           | www.wmich.edu/grad/forms.html  |      |

## **Funding and Awards Information**

The Interdisciplinary Studies Doctoral degree program has no funds for teaching or research assistantships for students. Students are responsible for finding their own resources. It is our hope that departments/programs related to the ISD student's disciplines will consider these students for teaching or research assistantships, if appropriate. Please consult your dissertation chair or co-chairs for information on funding opportunities. In addition, ISD students are encouraged to apply for scholarships or fellowships. Information on scholarships and financial aid ([www.wmich.edu/finaid/grad/index.html](http://www.wmich.edu/finaid/grad/index.html)) and on research funding ([www.wmich.edu/grad/funding/index.html](http://www.wmich.edu/grad/funding/index.html)) is available.

## **Research Integrity**

**Research Compliance:** All graduate students in the Interdisciplinary Studies Doctoral degree program must complete a research project. Research projects involving use of human subjects, animal subjects, hazardous chemicals, biohazards, or genetically engineered organisms must be approved by appropriate university committees. Discuss issues concerning research compliance with your dissertation chair or co-chairs and make sure you have the proper training in these areas. Information concerning research compliance at Western Michigan University can be found at the following web site ([www.wmich.edu/research/](http://www.wmich.edu/research/)).

**Academic Honesty:** You are responsible for making yourself aware of and understanding the policies and procedures in the Graduate Catalog that pertain to Academic Honesty. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. [The policies can be found at <http://catalog.wmich.edu> under Academic Policies, Student Rights and Responsibilities.] If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Conduct. You will be given the opportunity to review the charge(s). If you believe you are not responsible, you will have the opportunity for a hearing. You should consult with your instructor if you are uncertain about an issue of academic honesty prior to the submission of an assignment or test. In addition, you are encouraged to visit the following web sites <http://osc.wmich.edu> and [www.wmich.edu/registrar](http://www.wmich.edu/registrar) to access the Code of Honor and general academic policies on such issues as diversity and religious observance.

The library at Western Michigan University provides training on how to search for information using library resources, and how to properly cite information in a written document. The plagiarism policy applies to any materials turned in, including drafts of proposals and dissertations, not only materials that will be published.

## **Additional Advice for Ph.D. Students in Interdisciplinary Studies**

Graduates with an Interdisciplinary Studies Doctoral degree may face special challenges when facing the job market that those with a traditional degree may not face. It may be difficult to obtain a position in a traditional discipline, since faculty in that discipline may not understand your expertise. This is likely to be true in academia, where the disciplinary silos are well established. In recent years, there has been a growing appreciation for interdisciplinary work, but those with a non-traditional degree name should be prepared for resistance from some. It is important to emphasize the areas of your expertise and not the degree name.

Suggestions for overcoming this obstacle are as follows:

- Keep in mind that it is the quality of your research, not the title of your degree, that will get you your next position.
- Concentrate your efforts on methodologies so you will be sought after for your expertise in particular techniques and methods.
- If you have a personal goal of entering a traditional discipline, then build a record that is strong in that field. Ways to do this include attending conferences in that area, publishing in journals respected in that field, and applying for grants related to that discipline. If you focus your efforts on one of your disciplines, instead of scattering your participation across several areas, you will be seen as an expert in that area.
- When applying for positions, make sure you emphasize your areas of concentration in your letters. Your degree name will state only that you have a PhD in Interdisciplinary Studies, so you will have to clarify your expertise.

## **Responsibilities of Faculty Working with ISD Students:**

### **Dissertation Committee**

Faculty who are approached by a student who is interested in applying for the ISD degree should keep several factors in mind before agreeing to serve on the dissertation committee.

1. Since this is not an established program with defined standards and expectations, the faculty providing oversight of the student's program of study play a key role. Faculty will ensure that the proposed work is of doctoral-level significance, meets or exceeds the expectations of their department/discipline, and that no current WMU graduate degree program meets the student's needs.
2. Serve on dissertation committees of ISD students includes a commitment to make every attempt to attend committee meetings, review and provide comments on the dissertation proposal and dissertation, participate in the proposal defense/comprehensive exam and final dissertation defense, suggest coursework as needed, and provide quality control of the work.
3. Dissertation committee members will participate in the annual review of ISD students, including evaluation of students' progress, achievements, and steps towards meeting degree requirements.
4. We hope that faculty on ISD student dissertation committees will consider these students for TA and RA appointments, if appropriate.
5. These students should count towards the credit for supervising graduate students in faculty workload and in promotion and tenure decisions, even though these students are not in the faculty member's home department. Faculty are encouraged to check with their home department to ensure that this is accurate.
6. Keeping in mind the learning objectives for the ISD degree, committee members are asked to assess the student's abilities during the candidacy and final defense using the rubric at the end of this document.

### **Dissertation Chair or Co-Chair**

Since the ISD degree is individualized and unique for each student, faculty who agree to serve as dissertation chair or co-chair for an ISD student are expected to participate in the following:

1. Providing guidance in selecting and executing a project for the dissertation research.
2. Providing assistance in selection of other faculty members to serve on the dissertation committee
3. Advising student during preparation of the dissertation proposal
4. Coordinating the candidacy exam, with input from the dissertation committee, and relaying the format and expectations to the ISD student.
5. Supervising preparation of the dissertation.
6. Maintaining standards of the discipline in the research proposal and dissertation.
7. Ensuring that the program requirements are followed in a timely fashion.
8. Mentoring the student and holding regular meetings to discuss progress.
9. Conducting annual reviews of the student.
10. Assisting the student in finding resources for the dissertation research project.
11. Including the ISD student in the research culture of your department/program, including department mailing lists, invitations to seminars and social functions, and access to research facilities. This requires the consent of the department chair.



**Graduate College Dean or Designee**

The Graduate College Dean serves as the advisor for ISD students and is responsible for overseeing ISD students. The Graduate Dean's roles include the following:

1. Communicating with prospective students.
2. Convening and chairing admissions committees.
3. Submitting annual review letters to each ISD student.
4. Approving "Doctoral Program of Study" forms.
5. Providing general oversight of the ISD degree and answering questions from potential students, ISD students, and faculty.

Assessment of Learning Outcomes Rubric

|   | <b>Does not meet expectations</b> | <b>Meets expectations</b> | <b>Exceeds expectations</b> | <b>Comments</b> |
|---|-----------------------------------|---------------------------|-----------------------------|-----------------|
| <b>Breadth of subject knowledge:</b> Sound knowledge of background information in disciplines involved  |                                   |                           |                             |                 |
| <b>Research design and methodology:</b> Clearly stated problem; well-conceived hypotheses; applied sound methods  |                                   |                           |                             |                 |
| <b>Ethics in research and writing:</b> No ethical issues; understands appropriate conduct   |                                   |                           |                             |                 |
| <b>Original interdisciplinary research:</b> Evidence of creativity and critical thinking; demonstrated how project will advance current knowledge; awareness of broader impacts |                                   |                           |                             |                 |
| <b>Oral and written communication skills:</b><br>Logical, sophisticated writing; accomplished presentation; communicates clearly and professionally                             |                                   |                           |                             |                 |

Overall Assessment

Based on the overall performance of the candidate, the committee gives the following rating:

- Does not meet expectations (Does NOT PASS)
- Meets expectations (PASS)
- Exceeds expectations (PASS)