

DEPARTMENT OF EDUCATIONAL LEADERSHIP-HIGHER ED DOCTORAL RESIDENCY

STATE REQUIREMENT REGARDING ON-CAMPUS COURSES

The state requires that fifty-one percent of the post-master's courses in a student's program be taken on the Commerce campus. The exact number of courses is determined for each student by the Graduate School.

DEPARTMENTAL INTERPRETATION OF RESIDENCY

The Department of Secondary and Higher Education interprets residency as a time when the Doctoral student is engaged in academically meaningful tasks on the Commerce campus. During this time the student is required to be enrolled full time, to be involved in research and scholarly activities under faculty direction, and to be involved in university activities.

SEMESTERS

After admission to the program and prior to admission to candidacy, each student is required to complete residency. The department accepts coursework taken toward residency in the following combinations:

Fall and Spring
Spring and Fall (excluding both Summers)
Spring and Both Summers
Both Summers and Fall
Both Summers in Three Consecutive Years

DEPARTMENTAL RESIDENCY REQUIREMENTS

The Department of Educational Leadership requires doctoral students to satisfy criteria for the following three areas during residency: a) full time enrollment, b) research and scholarly activities, and c) university activities. In addition to being enrolled full time, a student must include activities approved by his/her doctoral advisor in both research and scholarly and university activities. Following is a list of suggested activities that may be used to satisfy residency requirements.

- a) **Full-time Enrollment.** Students must be enrolled in at least 9 semester hours during each fall, spring, or full summer of residency. The following types of courses may count toward residency:
- Courses taught on the A&M-Commerce campus.
 - Doctoral practicum and/or internships that meet on the Commerce campus periodically throughout the semester (no more than one practicum/internship course per semester may be applied toward residency).
 - Off-campus courses, including telecommunications courses, taught by A&M-Commerce graduate faculty.
 - Web-supported and web-based courses taught by A&M-Commerce graduate faculty.
 - **NOTE:** Independent study (689) courses may be used toward residency.
- b) **Research and Scholarly Activities.** Students will meet with their doctoral advisor to develop a plan for research/scholarly activity during their residency. These may include, but are not limited to:
- Assisting faculty with individual research projects
 - Developing own area of research under faculty advisement
 - Authoring or co-authoring publications with faculty
 - Presenting or co-presenting at conferences
 - Assisting faculty with development of classes (special topics, guest lecturer, etc.)
 - Coordinating forums for doctoral students to discuss issues such as dissertation process, research topics, professional identity, and departmental concerns.
- c) **University Activities.** Students are expected to involve themselves with university activities. These may include, but are not limited to:
- Assisting with College of Education newsletter
 - Serving as Representative on Graduate Council
 - Serving as host/hostess during conventions or other professional development events for A&M-Commerce
 - Being an active member of Graduate Students Association
 - Organizing conferences and workshops
 - Assisting with Community College Conference activities
 - Assisting with Graduate Information Day activities
 - Assisting with Alumni Forum activities
 - Preparing materials for University Day activities
 - Participating in Honors Day activities
 - Attending Faculty Awards Banquet
 - Attending Sam Rayburn Symposium activities
 - Functioning in leadership roles in Kappa Delta Pi and Phi Delta Kappa

DEPARTMENT OF EDUCATIONAL LEADERSHIP - SCIH
Application for Full-time Doctoral Residency

Please Print				
Last Name	First	M.I.	SSN or CWID	(check one)
Address			() (A/C)	Phone (home)
City	State	Zip	() (A/C)	Phone (business)
e-mail address				
Semesters in residence: (Mark 2 consecutive semesters)				
(Sp) Spring		and/or		
(SU) Summer		and/or		
(FA) Fall				
(SS) Or 3 Summers				

Log of Residency Activities must be submitted and approved each semester for credit to be earned.

Nine (9) semester credit hours per semester is defined as a minimum load for residency. Please list the semesters you are claiming for residency, with the classes taken each semester.

Student Signature

Date

Advisor Signature

Date

Department Chair Signature

Date

DEPARTMENT OF SECONDARY AND HIGHER EDUCATION
Information Form for First Semester of Residency

This form is to be completed at the end of each semester for that semester to be counted as part of the doctoral residency.

 Last Name First M.I. SSN or CWID (check one)

COURSES COMPLETED THIS SEMESTER:

COURSE #	TITLE	GRADE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LIST ACTIVITIES COMPLETED AS PART OF RESIDENCY

(Provide date, function, and your participation. You may use additional pages as necessary)

DATE	FUNCTION	DESCRIPTION OF ACTIVITY (what you did)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

 Student Signature

 Date

Student has met all requirements for residency this semester:

 Advisor Signature

 Date

 Department Chair Signature

 Date

DEPARTMENT OF SECONDARY AND HIGHER EDUCATION
Information Form for Second Semester of Residency

This form is to be completed at the end of each semester for that semester to be counted as part of the doctoral residency.

 Last Name First M.I. SSN or CWID (check one)

COURSES COMPLETED THIS SEMESTER:

COURSE #	TITLE	GRADE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LIST ACTIVITIES COMPLETED AS PART OF RESIDENCY

(Provide date, function, and your participation. You may use additional pages as necessary)

DATE	FUNCTION	DESCRIPTION OF ACTIVITY (what you did)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

 Student Signature

 Date

Student has met all requirements for residency this semester:

 Advisor Signature

 Date

 Department Chair Signature

 Date

DEPARTMENT OF SECONDARY AND HIGHER EDUCATION
Information Form for Third Semester (3 Summer Option) Residency

This form is to be completed at the end of each semester for that semester to be counted as part of the doctoral residency.

Last Name _____ First _____ M.I. _____ SSN _____ CWID _____ (check one)

COURSES COMPLETED THIS SEMESTER:

COURSE #	TITLE	GRADE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LIST ACTIVITIES COMPLETED AS PART OF RESIDENCY

(Provide date, function, and your participation. You may use additional pages as necessary)

DATE	FUNCTION	DESCRIPTION OF ACTIVITY (what you did)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student Signature _____

Date _____

Student has met all requirements for residency this semester:

Advisor Signature _____

Date _____

Department Chair Signature _____

Date _____