Learning Technologies Program Review Guidelines

<u>First Review</u>
(Due October 1 or March 1 of each year)
All forms and guidelines are available from LT Web site

Procedure and What to Submit

At the conclusion of 18 semester hours of coursework at UT Austin, the student will submit to the Program Area Coordinator the following evidence:

1. Completed "FirstReviewReportForm." Be sure to provide information for each item indicated on the form.
2. A completed advising form showing the courses completed so far.
3. Your updated resume.

 (Note: To meet the research requirement of the Mid-Program Review, you must become involved in research early in your program.)

Review Criteria

Criteria to be employed in the first review include:

- Completion of 18 semester hours;
- No credit/no credit courses taken during the first 18 hours that will count toward your Program of Work;
- No course grade lower than a B; with a GPA of 3.5 or higher;
- Acceptable plan for research;
- At least one course in Department Research Methodology Requirements;
- A minimum of 9 of the first 18 hours of course work is LT coursework;
- Completion of IRB training. Visit this site for more information: https://research.utexas.edu/ors/human-subjects/training/

Decisions

Your file will be reviewed by at least two LT faculty members who will assess and recommend:

> Continue in program without conditions
> Continue in program with specified conditions
> Dismiss from the program

Reporting Procedure

The Review Decision will be sent to the student in writing by the Program Area Coordinator. The C & I Graduate Adviser's office will also be informed in writing of the Program Area recommendation for each student.

If you don't feel ready to submit a review when you are due, you must write a letter, by September 1 or February 1 of the semester you should be reviewed, to the LT Program Area Coordinator to request a deferral. Please explain your reasons for requesting a deferral, including a clearly-conceived plan for how you will be prepared to submit the requested materials during the following long semester. If you decide to request another deferral, you must write to the LT Program Area Coordinator again, stating your reasons for requesting an additional postponement, and again including a clear plan for how you will complete the review during the following long semester. Our decision regarding your request will be communicated to you in writing.

If a student's deferral request is denied by the faculty, this will constitute a failure to pass the review. In the event of a student failing to pass their second review attempt, the student will be dismissed from the program by terminating the student's program with the Graduate School.

<u>Mid-Program Review</u>
(Due October 1 or March 1 of each year)
All forms and guidelines are available from LT Web site

Procedure and What to Submit

The Mid-Program Review is scheduled after the student has completed 36 hours of coursework. The student will submit to the Program Area Coordinator the following evidence:

1. Completed "MPReportForm.doc." Be sure to provide information for each item indicated on the form.
2. A completed advising form showing the courses completed so far.
3. Your updated resume.

Review Criteria

Criteria to be employed in the Mid-Program Review include:

- Completion of 36 hours including both LT courses and other coursework accepted toward the degree;
- No course grade lower than B with a GPA of 3.5 or higher;
- Acceptable program of work including specialization, research, and foundation courses;
- Acceptable documentation of research productivity (class papers, scholarly presentations and publications, and projects);
- A <u>research study</u> report (completed individually or with a collaborator). It needs to be a study with review of literature, research questions, data collection, analysis, findings, and discussion. When a co-author is involved, it is recommended you are the first author of this paper. If you are not the first author, you should document, in detail, your specific contributions to the research report.
- Acceptable plans for future research and acquiring research skills (typically described in a 2-page statement).
- A copy of your resume (showing past and upcoming presentations and/publications you have).

Decisions

A faculty committee will review student materials to recommend:

> Pass
> Pass with Conditions
> Fail

A decision of Pass means the student will be invited to continue work in the program as planned.

Either of the latter two decisions will be accompanied with explanatory information. Generally, a decision of Pass with Conditions means the student will be allowed to continue work in the program as long as certain conditions are met. The imposition of these conditions is intended to help the student strengthen areas that are of concern to the faculty.

A decision of Fail will either carry the recommendation that the student drop from the program or that the student redo the Mid-Program Review. In the case of a recommendation to redo, the student will be given specific suggestions.

A Few Words of Advice   To ensure that you will be able to submit materials and pass both student reviews on time, you should:

- Plan with your advisor to take 3 or more LT courses during your *first 18 hours (6 courses)* of doctoral work.
- Be sure to choose a letter grading option for all courses taken during at least your *first 18 hours (6 courses)*.
- Plan with your advisor to take 2 or more research methods courses during your *first 36 hours (12 courses)*.
- Schedule your first Directed Research course *no later than immediately following completion of 18 hours*.
- Get involved in research (faculty research projects, student research projects, or your own) as soon as possible.