PROCEDURES FOR COMPLETING THE LDI LEVEL 2 EXAM REQUIREMENT

- The LDI student enrolls in EPSY 89000 with a member of the Educ. Psych. LDI faculty to design and conduct the pilot study. The student receives 3 credits for the course upon completion of the pilot study. The student may take the course for one additional semester without credit if the pilot study is not completed.

- The pilot study will consist of an empirical study with data collection, a meta-analysis, or secondary analyses of a significant data set, such as the Child Language Data Exchange System (CHILDES); or the National Institute of Child Health and Human Development Study of Early Child Care and Youth Development (NICHD-SECCYD). The study will be designed with the potential to be published or to be presented at a scholarly conference. The study will be evaluated on its quality, not on the significance of its results. In the case of a meta-analysis, a preliminary analysis is acceptable.

- The student prepares a written report of the pilot study and its findings following APA guidelines unless these conflict with the guidelines of a targeted journal. The report is prepared in consultation with the student’s adviser. The paper will target a specific relevant peer reviewed journal and will be written to conform to the guidelines of that journal in terms of conceptual framing, theoretical treatment, discussion of results, length, spacing, font, etc. The report will include a section at the end of the discussion identifying how the study might be extended as a dissertation. Students are encouraged to submit completed pilot studies for publication or conference presentation.

- The adviser and student will select a second member from the faculty in Educational Psychology to serve on the student’s pilot study review committee. This individual will review the report and recommend revisions. Once the revisions are completed, the written report will be evaluated by the two-member committee as acceptable or unacceptable.

Criteria to evaluate whether the report is acceptable:
- The research questions or hypotheses were well defined.
- The design was appropriate for addressing the hypotheses or questions.
- Sufficient data were collected to address hypotheses or questions.
- Appropriate statistical analyses were applied to the data.
- The written report conformed to APA or other journal-specific guidelines and standards for a potentially publishable journal article.

- Once the report has been judged acceptable, the student will consult with the faculty committee to select an acceptable date and time for the oral presentation. The presentation may be scheduled at any time that is acceptable to the committee.

- The student will then register for the second level oral presentation with the Program Officer. This can occur at any time during the semester but at least two weeks prior to the date selected for the presentation. The student will provide a title and abstract. The Program Officer will reserve a room for one hour and will email an announcement inviting all faculty and students in the Educational Psychology program to the presentation. Notification must occur at least two weeks ahead of the target date. The announcement will include the title, an abstract, the date, time, and location of the presentation. The student will post an announcement in the student room.
- The student will prepare a PowerPoint presentation of the study consisting of no more than 30 slides and lasting 30 minutes with an additional 20-30 minutes for questions and discussion.

- The student’s pilot study faculty committee will attend the presentation and then meet and evaluate the work to decide whether the student passes or fails the second level requirement. Evaluation of the oral defense will be based on presentation of sufficient background and rationale for the study, accurate and appropriate analyses and interpretation of the results, and meaningful discussion of the study’s contribution to the literature and to a dissertation. The committee will complete and sign the attached record form reporting their evaluation. If during the oral presentation, suggestions arise necessitating further revision of the pilot study written report, the committee will identify these and ask the student to make the revisions.

At the conclusion of the oral presentation, the committee will determine whether the student has:

a.) Fulfilled the Level 2 requirement with no further revisions of the pilot study report needed.
b.) Fulfilled the Level 2 requirement upon completion of minor revisions to be reviewed by the faculty adviser.
c.) Fulfilled the Level 2 requirement upon completion of revisions to be reviewed by the faculty committee.
d.) Not fulfilled the Level 2 requirement.

- If the student has not fulfilled the Level 2 requirement, the committee will decide and convey to the student what steps are needed to satisfy the requirement (e.g., redo the study, rewrite the report, conduct a new pilot study). The necessary steps must be taken within a year following the oral presentation.

- If the two-member faculty committee disagrees in their pass/fail judgment, a third member of the Educ. Psych. Faculty will be asked to review and evaluate the case.

- Once all the requirements are completed, the student gives the adviser the completed LDI Level 2 Record of Steps form and the final hard copy of the pilot study report. The adviser notifies the Program Officer, records a grade of pass for the EPSY 89000 course, signs the Record of Steps form, and submits the form and the report to the Program Officer.

- If the pilot study is successful, it may provide the basis for the dissertation proposal. This is not always the case however. Students may choose a different study for the dissertation if results of the pilot study do not meet expectations, are not promising, or are unlikely to lead to a successful dissertation. The pilot study differs from the dissertation in that the dissertation typically includes a more complete review of the literature, more participants, additional measures, modified procedures to address problems uncovered in the pilot study, and so forth. Also three members will advise the student on the dissertation whereas only two faculty members will advise the student on the pilot study. The dissertation may involve either the collection of additional data that build on and extend the pilot study or a newly planned study.

- Once the student completes the Level 2 exam requirements as well as all coursework, the student will move to Level 3 at the beginning of the following semester and will select a faculty member in LDI to direct the dissertation. This may or may not be the individual who served as the adviser of the pilot study.

- LDI students who enrolled in the Educ. Psych. Ph.D. program prior to fall of 2016 may choose whether they will satisfy the Level 2 exam requirement by completing the above pilot study option or the previous option of completing two comprehensive written exams. Once an option is selected and pursued to the
point of preparing a pilot study written report or sitting for the written exams, students may not change to the other option.
RECORD OF STEPS IN COMPLETING THE LDI LEVEL 2 EXAM REQUIREMENT
Form for students to record progress, obtain signatures, and submit to the Program Officer along with final copy of pilot study research paper.

Name of student______________________________________

Name of faculty adviser________________________________

Name of second adviser________________________________

Please complete the following record of steps as they are completed.

List semesters enrolled (maximum of two): ___________________

The LDI student enrolls in EPSY 89000 with a member of the LDI faculty to design and conduct the pilot study.

(Check) ______ The student prepares a written proposal for a pilot study that is approved by the faculty adviser.

(Check) ______ The student obtains IRB approval for conduct of the pilot study (when relevant).

(Check) ______ Upon completion of the pilot study, the student prepares a written report in journal article format that is approved by the faculty adviser.

(Check) ______ The student submits the report to a second adviser who approves the report or requires revisions. Once revised, the report is approved by the second adviser.

The two advisers assess the written report as acceptable and sign below.

Signature of faculty adviser: _____________________ Date: _________________

Signature of second adviser: _____________________ Date: _________________

Date of 2nd level oral presentation: _____________________

(Check) ______ The student consults with the faculty committee to select an acceptable date and time for the oral presentation.

(Check) ______ At least two weeks prior to the date selected, the student contacts the Program Officer to register for the second level oral presentation. The student provides a title and an abstract to be included in the announcement. The student requests that the Program Officer reserve a room and notify the Educ. Psych. faculty and students by email about the presentation. Notification must occur at least two weeks before the presentation.

(Check) ______ The student posts an announcement of the presentation in the student room.

(Check) ______ The student prepares a PowerPoint presentation of the study consisting of no more than 30 slides and lasting 30 minutes with an additional 20-30 minutes for questions and discussion.
**Evaluation of completion of Level 2 requirements upon completion of oral presentation:**

(Check one)
- a.) Fulfilled the Level 2 requirement with no further revisions of the pilot study report needed.
- b.) Fulfilled the Level 2 requirement upon completion of minor revisions to be reviewed by the faculty adviser.
- c.) Fulfilled the Level 2 requirement upon completion of revisions to be reviewed by the faculty committee.
- d.) Not fulfilled the Level 2 requirement.

Signature of faculty adviser _____________________     Date: _____________
Signature of second adviser _____________________     Date: _____________

- If the student has not fulfilled the Level 2 requirement (Item d above), the following steps are needed to satisfy the requirement. These must be completed within one year from the original presentation date.

**If the two-member faculty committee disagrees in their assessment,**

A third member of the Educ. Psych. Faculty reviews and evaluates the case.

Third member: Name ___________________     Signature _________________     Date ___________
Evaluation:

**Completion of the final report of the pilot study**

(If b. above) Student’s revisions are accepted by faculty adviser.

Signature of adviser: _______________________     Date: __________________

(If c. above) Student’s revisions area accepted by the faculty committee.

Signature of adviser: _______________________     Date: __________________
Signature of second adviser: ___________________     Date: ______________
Filing of final report and record of steps form:

Date: _________________ Student submits the final written pilot study report and the completed record of steps form to the faculty adviser. Student requests adviser to contact Program Officer, submit an 89000 course grade, and turn over report and form to the Program Officer for the student’s file. This completes all the steps permitting the student to advance to candidacy.