

St. John's University

Doctoral Comprehensive Exam Portfolio

Passing the Doctoral Comprehensive Exam Portfolio is the final step toward becoming a certified doctoral student. Being certified entitles the student to formally enroll in the doctoral dissertation seminar in order to develop and complete the doctoral dissertation.

There are 5 stages which must be completed in order to become a certified doctoral candidate.

Stage 1: Application Procedures

Each student must complete the Comprehensive Exam Portfolio Application with the Oakdale doctoral office. The application includes a checklist of items, which must be completed and on file in the doctoral office for final review by the program director. Those items include:

- ___ Completion of **all courses** as listed on the doctoral schedule with at least a grade of "B+".
(Students need to produce the University Transcript for courses taken and passed to date)
- ___ Full payment of **all University tuition and fees** to date.
- ___ Completed professional **dossier review**, per the original program application, including:
 - ___ Most recent vita
 - ___ All Official Transcripts
 - ___ Letters of Recommendation
 - ___ Personal Statement
 - ___ GRE Scores
- ___ Completion of all **health forms** per the University's guidelines.
- ___ Return of all CELA library **doctoral books**
- ___ Fully running website **URL** for the Comprehensive Exam Portfolio Review
- ___ **Student's Permission** to access and review website for external review.
- ___ A **Final Date** after which **external reviewers** may examine your Comprehensive Exam Portfolio
(URLs may not be changed and websites may not be updated or edited during this phase.)

Stage 2: Website Preview and Checklist

Each website should have the following components in place for external review:

___ The URL of the website successfully operating on an external server. (If a student is using the “EDDPROGRAM.COM” website, please notify the Center’s Director.)

___ A Microsoft FrontPage®-developed site. (Exceptions need to be cleared with the Center’s Director prior to external review.)

___ A website navigation system which contains the following major sections:

- ___ Personal Folio
- ___ Professional Folio
- ___ Learner Folio
- ___ Expert Folio
- ___ Scholar Folio

___ An “Index” Page (or “Splash” page) which clearly conveys the navigation system.

___ The completed content for each folio, clearly delineating the following items:

- ___ A clear description of the **Products** in each folio
- ___ **Documentation** for each product in the folio including types, genesis, and other relevant information about the product’s derivation and/or selection for the folio
- ___ The **Analysis** of the products of each folio including reflections, critiques, assessments, reviews, and practical applications
- ___ A **Synthesis** of the products in each folio and its connection to learner outcomes, practical application of theoretical knowledge, critical thinking skills, administrative leadership and accountability, and future research efforts

___ A clear understanding and acknowledgment of the weighted folio assessment scale:

- ___ **Personal** Folio 5%
- ___ **Professional** Folio 5%
- ___ **Learner** Folio 30%
- ___ **Expert** Folio 20%
- ___ **Scholar** Folio 30%

___ A signed letter that all of the criteria have been met to the best of your knowledge.

Stage 3: External Review and Evaluation

A minimum of three and a maximum of five external reviewers will conduct a blind review of each student's **Doctoral Comprehensive Exam Portfolio**. Each student may elect to choose one of the external reviewers. The criteria for reviewers includes someone who:

- ___ has an earned doctorate from an accredited university
- ___ is currently or recently in a leadership position of greater responsibility than that of the student being reviewed.
- ___ is a noted scholar, researcher, or practitioner in the field of Educational Leadership
- ___ is academically and professionally acceptable to the Center's director

Reviewers will be provided the same evaluation matrix and assessment instrument provided to students. Within one week after receiving the evaluation instrument and the active URL address, each reviewer will complete and return the evaluation form results either by e-mail, FAX, or mail to the Center for Educational Leadership and Accountability.

Upon receiving a copy of the full set of external reviews, the student will be directed to edit, update, or change the website or its content accordingly. Each reviewer will be asked to rate the website on three levels:

- ___ The Comprehensive Exam Portfolio passes with no or minor revision as noted on the review forms (Line 1)
- ___ The Comprehensive Exam Portfolio passes, but with major revisions as noted on the review forms (Line 2)
- ___ The Comprehensive Exam Portfolio does not pass the review as noted by the review forms.(Line 3)

Students who successfully pass the Comprehensive Exam Portfolio external review (with a Line 1 or 2, according to simple majority of reviewers) may move to the Comprehensive Exam Portfolio oral defense with the Faculty Panel.

Students who do not pass the first external review may resubmit their website to a different set of external reviewers, after making the suggested changes by the initial set of reviewers and after discussion with the Center's Director. Students must successfully meet the second external review before appearing in front of the Faculty panel.

Stage 4: The Oral Defense of the Comprehensive Portfolio Exam

After successfully meeting the external review requirements, students will proceed to scheduling the Comprehensive Exam Portfolio defense with the faculty panel.

Three “windows” for the portfolio defense will be available each year:

- The first Monday in March to the first Friday in May (not on doctoral weekends)
- The first Monday in July to the last Thursday in July (weekdays only).
- The first Monday in October to the first Friday in December (not on doctoral weekends)

Students will be responsible for applying for the Comprehensive Exam Portfolio review with the faculty panel and arranging compatible faculty time with the Centers Director or Assistant Director. Each review should be about two hours.

The faculty will be composed of current Oakdale and Queens campus professors in the Department of Administrative and Instructional Leadership as well as invited scholars and practitioners in the field.

The review will be similar to the external review, but each student will be expected to give an overview of the portfolio before the professors give their comments and reviews. Students should expect questions on administrative theory, practice, and research methodology as well as statistics. Professors may also ask hypothetical questions concerning the application of theory to practice based upon elements put forth in the portfolio. Students should include a broadly defined list of authors with whom they are familiar from their readings and research.

Each panel member will be asked to rate the Comprehensive Exam Portfolio on the same three levels as were used in the external review:

___ The Comprehensive Exam Portfolio passes with no or minor revision as noted on the review forms (Line 1)

___ The Comprehensive Exam Portfolio passes, but with major revisions as noted on the review forms (Line 2)

___ The Comprehensive Exam Portfolio does not pass the review as noted by the review forms.(Line 3)

Students who successfully pass the Comprehensive Exam Portfolio oral defense (with either a Line 1 or 2, according to a simple majority of the faculty panel) will be noted as having successfully completed all the necessary steps toward becoming a certified doctoral student per university regulations after archiving the portfolios with the Center for Educational Leadership and Accountability.

Students who do not pass must follow the explicit instructions from the panel as to the necessary changes or additions which must be made to the website, presentation, or any other elements deemed insufficient in the oral defense.

Stage 5: Archival Submission of Your Comprehensive Exam Portfolio

All portfolios must be saved on two read-only CD-ROMs to be archived with both your professional dossier and for the Oakdale campus library for future referral. Please see the Assistant Director of the Center for directions concerning these filings.

Students are encouraged to save all material in paper form as a backup (particularly if there are questions concerning these documents in your portfolio oral defense) and to make one additional CD-ROM for your own storage EXACTLY like the ones on campus.