

## Guidelines and Scoring Policy for Second Year Research Papers (SYRP)

In accordance with the Graduate Council and the University policy, completion of this benchmark requirement, the Second Year Research Paper (SYRP) conforms with timeline of the Ph.D. in Education Program of Study. It is dictated by normative time to degree and must be met by the end of Fall Quarter of the fourth year. (See Student Handbook).

### SUBMISSION OF SYRP:

The Second Year Research Papers (SYRP) can be submitted at any point but no later than **Tuesday, May 28, 2024, at 9:00 a.m.** The early submission date will allow faculty reviewers more time to assess the papers and students more time to revise their papers over the summer. We will do our best to have the faculty start reviewing the paper soon after it is turned in. Every effort will be made for the faculty review to be completed and returned to the students by the end of June.

The student advisors will be asked to suggest three to five reviewers and provide paper titles by **Wednesday, May 1, 2024**, so we can recruit the reviewers well before May 28, 2024 SYRP submission deadline.

Students should submit two electronic .docx copies to Canvas.

Name the documents in the following format:

Copy #1: Last Name First Name 2023-2024 SYRP.docx

\*Copy # 2: No Name 2023-2024 SYRP.docx

**\*Please do not include student name or any other form of student identification in this copy. If the SYRP No Name Copy continues to have student's personal identification on it, it will be sent back to the student for revision and resubmission. Please note that this action will delay the submission date and will be considered late.**

### SCORING PROCESS:

Our goal is to provide a good learning experience on this project given that this is the first research paper many of the students will have written. Our second goal is to facilitate each of our students getting papers under review for publication in journals as quickly as possible. To meet these goals, our scoring system is designed to provide the kind of feedback needed to facilitate the creation of a publishable paper. We assume that each student will have received strong mentoring from his/her advisor and by enrolling in second-year writing course (optional) prior to submitting the paper for review by the faculty.

In the first round of faculty review, two of the faculty members recommended by the student's advisor and/or Associate Dean of the program will be asked to review the paper and return their review within 15 working days. Our goal in selecting the reviewers is to ensure an interdisciplinary review that also balances the distribution of workload across the entire senate faculty. Neither reviewer will be the student's advisor(s).

Initially students' names will not be provided to the reviewers, so the faculty can make their initial review blind. Once their written review has been turned in using the evaluation rubric provided, reviewers will be informed with the name of the student, so they can work directly with the student along with the student's advisor to guide the student as prepares their revise the paper. Each reader will provide a comprehensive review with specific suggestions for improving the paper. No grade will be given. All students will then revise their papers based on reviewer feedback. Essentially this means all students may receive the equivalent of a "revise-resubmit" evaluation for their paper as written. However, if the paper is judged by the two reviewers as passable at the time, they can recommend to the PhD Associate Dean that the paper be given a provisional pass. The two reviewers should indicate to the Ph.D. Administrative Office via email if s/he believes the first version is ready for provisional pass without a revision.

The second round of faculty reviews: We anticipate the first round of faculty reviews to be completed by approximately Friday, June 21, 2024, though this may vary. Once received, the Ph.D. Administrative Office will forward the comments

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and rubric to the student for further revisions to be made under the guidance of the two reviewers and the student's advisor.

Students need to submit their revised SYRP and a letter to the reviewers with detailed responses addressing each reviewer's comments to Ph.D. Administrative Office by Friday, September 13, 2024, or no less than 30 days from the date they receive their faculty reviews, whichever is later. The revised SYRP would be sent to the original reviewers for the second round of review.

Two faculty reviewers will give feedback on the revisions approximately two weeks later. If possible, these will be the same reviewers as for the original review. When received, students will have no less than 30 days to submit the revised paper and their response letter to the reviewer comments. The revised paper should be sent to the Administrative Office for them to coordinate the redistributing to the reviewers. Under normal conditions this will make the revised paper due no later than **October 25, 2024**.

### SECOND ROUND SUBMISSION

- ❖ Provisional Pass – Indicates that the paper is nearly ready to submit to a research journal for publication. Students who receive a score of provisional pass should work closely with their advisor to further revise and fine tune the paper to make it ready for submission to a journal.

Upon evidence of advisor approval of the revisions, and submission of the paper to a refereed journal, the provisional pass is converted to an official pass. Students must receive this official pass before they are allowed to complete and defend their dissertation proposal and be advanced to candidacy if they pass their defense.

- ❖ Revise and Resubmit – Indicates that the paper has not passed and that substantial revisions are required before it is ready to submit for publication. The student has 30 days to complete the revisions and resubmit for Third Round Submission.

### THIRD ROUND SUBMISSION (for students who receive a Revise and Resubmit after second round submission)

Following resubmission, the paper is sent to the two readers, typically the same readers as previously, but the Ph.D. Steering Committee reserves the right to send the paper to alternate or additional readers. Readers then recommend one of the following scores on the second submission.

- ❖ Provisional Pass – Indicates same as above
- ❖ Fail – Indicates that the paper has not passed on the final round.

If a student's paper is in the third round, and readers recommend a no pass or fail, then the reader comments and recommended evaluation is submitted to the Ph.D. Steering Committee, for final determination of the paper's evaluation at this point. If an evaluation of Fail is upheld by the Steering Committee, the student is recommended to the Graduate Dean for disqualification from the Ph.D. in Education program. The Ph.D. Steering Committee also renders a separate judgment as to whether the paper is of sufficient quality to award the Master of Arts degree, provided that all other MA requirements have been met.

Formal notification of scores is made via email letter from the Associate Dean. Letters are accompanied by comments from the two (or more) readers.

### CONSULTING THE PUBLICATION GUIDELINES OF THE JOURNAL FOR WHICH THE PAPER IS BEING PREPARED:

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Students should consult the publication guidelines of the major journal that is being considered as a publication outlet. The APA guidelines provide valuable directions for preparing papers. It is recommended, but not required, that students indicate on the title page the name of the preferred journal. If the selected journal follows a format different from APA, the student should note this on the cover page.

As with all doctoral work, students should work closely with their advisors. Doctoral students are expected to demonstrate initiative, and regularly meet with their advisors. The Ph.D. Steering Committee has established the following guidelines concerning faculty and outside support for this benchmark event:

- ❖ Students should work closely with their advisor on conceptual content, but the final product must be the student's work.
- ❖ Ph.D. Steering Committee members confirm that students may have two advisor reviews of their second-year research papers prior to the initial submission. If students pursue this option, they should allow sufficient time for advisors to read their paper in detail (at least two weeks is a reasonable length of time).

### SYRP EXPECTATIONS AND OUTCOMES:

As with other benchmark activities in this program, the faculty consider the Second-Year Research Paper as an important step forward in a student's academic development and devote considerable time to review and critique this submission. Doctoral students are expected to demonstrate initiative, and regularly meet with their advisors. The formal submission of the Second-Year Research Paper should represent a student's best effort.

Progress on the Second-Year Research Paper is part of a Student's Annual Report of Student Progress (ARSP) the year it is due (end of Spring of the second year). Review of the completion of the Second-Year Research Paper is part of a Student's ARSP in the subsequent year (third year).