

# Ph.D. Student Manual

*Revised Spring 2011*



TEXAS TECH UNIVERSITY

Division of Personal  
Financial Planning™

Texas Tech University  
APS P.O. Box 41210  
Lubbock, TX 79409-1210  
(806) 742-5050  
[www.pfp.ttu.edu](http://www.pfp.ttu.edu)

## Contents

Admissions	3
Application Process	3
Funding, Fellowships and Scholarships	4
Academic Progress Evaluation	6
Temporary Mentor and Program for the Doctoral Degree Meeting	<b>Error! Bookmark not defined.</b>
Selecting a Dissertation Committee	9
Change of Doctoral Committee Chair/Committee	9
Time Line	10
Requirements for Leveling	10
Major Steps in the Ph.D. Program	11
List of Statistics and Research Methods Courses to Fulfill Requirements	13
Transfer Credit Policy	14
7000 Doctoral Research Project	14
Qualifying Exam	16
Guidelines for Research	17
Guideline for Authorship and Use of Data	24

## PERSONAL FINANCIAL PLANNING PH.D. PROGRAM

### Philosophy Statement

The Division of Personal Financial Planning (PFP) is dedicated to providing quality personal financial planning programs and research and is committed to students and the profession. The Ph.D. program is designed to prepare graduates for careers as effective university researchers and teachers as senior researchers in a variety of settings. It is necessary that scholars have a solid background in theory and practice of PFP, as well as an established research record. Therefore, the program is designed so that course work is heavily weighted toward research activities such as research design, theoretical modeling, literature review and critique, and preparation of proposals and research papers. Candidates for the doctoral degree must demonstrate extensive scholarship, expertise in a particular field of PFP knowledge, and the ability to conduct independent investigation and present the results of their research in a dissertation.

### Admissions

Admission to the Ph.D. program is based on a comprehensive review of information submitted rather than any single factor. Decisions are based on a review of the following criteria:

- Undergraduate degree from an accredited institution
- GPA from undergraduate and graduate degree programs
- GRE, GMAT or LSAT scores
- TOEFL scores (international students only)
- Copies of official transcripts
- Three letters of recommendation (Preferably from both academics and industry)
- Writing sample: Personal statement (see application)
- Campus and/or telephone interview
- Unique contribution as evidenced in applicant's resume or vita:
  - Special accomplishments in industry or academic pursuits,
  - Leadership experience and potential,
  - Other unique life experiences relevant to the pursuit of a graduate degree
- Commitment to PFP

### Application Process

Application deadlines for university scholarships or fellowships are February 1 and July 1, respectively. To maximize funding possibilities, applications for the fall semester that include requests for funding should be received no later than February 1 and applications including funding requests for spring starts should be received by July 1.

The program accepts applications for both fall and spring semester starts. To better the opportunity of acceptance into the program, applications should be submitted by March 15 for summer and fall start and October 15 for spring start.

## **Residency Requirement**

The purpose of residence in a doctoral program is to ensure the intellectual immersion of students in a research and learning environment with faculty, peers and staff. The residency requirement for the Ph.D. in Personal Financial Planning will be considered met by being on the Texas Tech University campus in Lubbock and enrolled in courses that meet the student's degree plan.

## **Funding, Fellowships and Scholarships**

Information about current tuition and fees, including information about fee waivers, can be found at [Student Business Services](#). Students who are in need of financial assistance to pursue higher education may contact the [Office of Student Financial Aid](#).

Information on the fellowships and scholarships available from the Texas Tech Graduate School can be found at <http://www.depts.ttu.edu/gradschool/scholarships/>. This site also has a listing of other fellowships and scholarships that are external to Texas Tech.

The Texas Tech University College of Human Sciences offers undergraduate and graduate scholarships of varied amounts for outstanding students. Applications must be submitted on or before February 1. Applications may be downloaded from <http://www.depts.ttu.edu/hs/scholarships>

## **Graduate Assistantships**

Each year the Department of Applied and Professional Studies offers graduate assistantships to provide a learning experience that supports students while they make progress toward advanced degrees. The number of assistantships awarded depends upon specific needs in the Department and budget considerations. Graduate assistants are an important part of the PFP environment because they assist with classes, teach classes, conduct research, help with administrative tasks and become part of faculty service activities.

Considerations in making assistantship assignments include student skills and competencies, work ethic, the needs of the PFP Division and availability of funding. A graduate assistant classified as .50 will be involved in 20 hours of work per week, and a .25 assistant works 10 hours per week. A graduate assistant is appointed for the semester. Opportunities for assistantships during the summer terms will be determined on the basis of funding availability and faculty research needs. Summer support is available on a competitive basis.

Students interested in receiving an assistantship must also apply for financial aid (Federal Work Study) in order to receive an assistantship. This is a departmental requirement for on-going graduate students.

To be eligible for assistantships, the minimum expected enrollment is nine hours in each regular semester and at least three hours in a summer term. The PFP Division strongly discourages taking more than 10 hours in the fall/spring semesters or more than seven hours during the summer. Research Assistants/Teaching Assistants/Graduate Assistants/Graduate Part Time Instructors may enroll in a maximum of 10 hours in a long semester or seven hours over two summer semesters without faculty approval. If a student is involved full time in dissertation research, the semester schedule should reflect at least nine hours of research or dissertation enrollment.

Teaching assistantships require proficiency in speaking and writing English as well as listening, reading and comprehending. International students may find the following website useful: <http://www.iaff.ttu.edu/main/ISSS/CurrentStudentScholars/SSVisas.asp>.

If a student comes into the program with a master's degree and is on an assistantship, only four calendar years of assistantship support will be provided. If a student comes into the program with a bachelor's degree, only five calendar years of assistantship support will be provided. Assistantship support is contingent on satisfactory progress toward degree completion and work evaluations.

Four types of assistantships are available to Ph.D. students in this Division:

#### Teaching Assistant (TA)

Duties may include assisting faculty with courses, preparing lectures, leading discussions, grading assignments and exams, keeping class records, serving as a substitute teacher and holding office hours.

#### Research Assistant (RA)

The number of research assistantships varies with the needs and funding of the Division's research program. RA appointments support faculty research that is performed in connection with internally or externally funded grants or contracts. Research appointments are not intended to fund student research. The stipends are comparable to those of TAs.

#### Graduate Assistant (GA)

Graduate assistants are appointed to perform various types of duties other than those related directly to teaching or research. Duties may include assisting faculty with program development or special projects.

#### Graduate Part-Time Instructors (GPTI)

Students may be appointed as graduate-part time instructors to teach PFP courses. GPTIs are instructors of record for the class, and have all the teaching responsibilities involved in teaching a class. Students receive faculty supervisions while working as a GPTI. Typically, the faculty member who regularly teaches the course (or who has taught it in the past) will provide supervision. Ph.D. students who do not have teaching experience are required to take a course in college teaching before they are assigned as GPTIs.

Appointments may be split as some students may be asked to work 10 hours in a research assistantship and 10 hours in a graduate assistantship.

#### Assistantship Expectations

Students with assistantships will be required to work 20 hours per week. All assistants should expect to be available and start working the day faculty are on duty in the beginning of the semester to no earlier than when final grades are due. Specific dates are available in the University calendar and this rule is applicable to Fall, Spring, and Summer assistantships. Any deviations of the above should be approved by the faculty member to whom the student is assigned.

Assistantships are jobs; hence students are required to perform at a level that represents a good employee. As assistants are evaluated at the end of each semester based on their job

performance, a poor evaluation can impact a student's opportunity to serve as an assistant in the future. Assistants to faculty should visit with their faculty supervisor prior to the start of the semester to discuss expectations. This discussion is essential as each faculty member may have different expectations of their assistants. Continued assistantship appointments are also contingent on satisfactory course grades (B or better) and continual progression through the Ph.D. coursework.

## **Annual Evaluation of Doctoral Students**

### Academic Progress Evaluation

Students in the PFP Ph.D. program are required to earn a grade of B or better in all courses within their Program for the Doctoral Degree filed with the graduate school.

Each student will be evaluated at least once a year while enrolled in the program. The purpose of the evaluation is for improvement or remediation, if needed, and to serve as a screening procedure for maintaining quality standards in the profession. Areas of evaluation shall include, among other relevant issues, academic achievement, progress in course work, responsible behavior, ethical behavior, interpersonal behavior and emotional maturity. A copy of the evaluation may be found on the [PFP Division website](#). The evaluation will be provided for the student along with a copy to be placed in the student's file.

From the third year onward, annual reviews are required by the Graduate School. Any student not making satisfactory progress may be placed on probation and given conditions to meet in order to stay in the program. Unsatisfactory progress will result in dismissal from the program. Students may be granted an additional semester to demonstrate satisfactory progress.

### Assistantship Evaluation

Students who are on assistantships will be evaluated on their performance in carrying out their assistantship assignment. The evaluation will vary based on the type of assistantship held, but the evaluation will center on completion of tasks, quality of the work done, responsibility demonstrated, ability to work with others, etc. A copy of the evaluation may be found on the [PFP Division website](#). The evaluation will be conducted each semester the student is on an assistantship. It is the faculty member's responsibility to initiate the evaluation. A job performance evaluation will be held at the same meeting as the academic progress evaluation. Unsatisfactory progress on an assistantship may result in termination from the position at any time.

### Health Insurance

Graduate assistants working 50% or more time for 4.5 months or more are considered eligible for participation in the health and optional insurance program (refer to TTU OP 64.11 for more information). Note that graduate student employees are not automatically enrolled in the health plan. Each student must attend a benefits orientation meeting prior to enrollment where information is provided on policies, costs and procedures. Students should contact the Applied and Professional Studies Business Manager to obtain a photocopy of their personnel appointment form (PAF) to take to the Personnel Benefits office in Room 147 of Drane Hall. Additional information may be obtained in the Benefits office or if your last name begins with the letters A-G, call 742-3851. ext. 237, for letters H-O, call 742-3851,

and for letters P-Z, call 742-3851 ext. 235. Health insurance coverage is not in effect the first 90 days of employment due to a waiting period.

Texas Tech requires that all enrolled students with non-immigrant status maintain health insurance coverage. The International Student and Scholar Services website provides details at the following website: <http://www.depts.ttu.edu/opmanual/op34.24.pdf>

### Outside Employment

Students receiving assistantships are expected to dedicate their energy to making progress toward their degree completion and to contribute to the activities that provide the funding for their support. It would be difficult to make adequate and timely progress toward the Ph.D. degree while holding several jobs. As such, additional income-generating activities within or outside the university are discouraged. In all cases, the student has an obligation to keep their Temporary Mentor or Doctoral Committee Chair and the Division informed about such extra activities. If the outside employment affects the duties of the graduate assistant, then the student will be relieved of their duties.

### Honesty and Integrity

Students in the PFP program are expected to maintain the highest academic integrity and ethical standards of the financial planning profession in pursuit of their education. Academic dishonesty in any form is a serious offense against Texas Tech University and the academic community in general. Strict compliance with TTU academic integrity policies is required throughout participation in the degree program. The Division's expectations related to academic honesty extend to participation in research activities, the completion of classroom assignments, exams and all requirements. Each faculty member provides a statement on the course syllabus regarding their policy for handling confirmed cases of cheating or plagiarism. In support of self-policing, students should report any infractions of academic integrity to their Doctoral Committee Chair and the Ph.D. Program Coordinator. Violations can result in immediate dismissal from the PFP program and failure to graduate.

### Grievance Policy and Procedures for Graduate Students

In almost all cases, it is preferable to handle a grievance informally at the level at which the grievance has arisen. With the grievance process, it is crucial to proceed in a timely manner. Normally, the individual with a grievance would initiate the resolution process as soon as possible after the incident in question occurred.

The individual with a grievance should attempt to resolve it directly with the other person or persons involved. If satisfactory resolution is not reached, the individual should take the grievance to the PFP Division Director who will attempt to help the parties reach a satisfactory resolution. If the issue is still unresolved, the individual with the grievance should initiate a formal grievance process by writing a letter to the Department Chair outlining the grievance, summarizing previous attempts to reach resolution, and requesting the initiation of the formal grievance procedure. Matters should proceed from the PFP Division Director to the Department Chair and then to the Dean of the College of Human Sciences. If the matter is not satisfactorily resolved within the College, it would be referred to the Graduate Dean, the Provost for Academic Affairs and then to the President of the University.

At any of these levels, there is a specified procedure that has been developed in compliance with existing legislation and has been articulated in major documents, including the TTU Graduate Catalog, the Manual for Graduate Advisors and the Code of Student Affairs.

### **Ph.D. Program Advisors**

- *Ph.D. Program Coordinator*: Oversees the procedures in the program. This includes handling applications and admission procedures, scholarship and assistantship recommendations, assigning temporary mentors and Program for the Doctoral Degree advising.
- *Temporary Mentor*: Each Ph.D. student is assigned a temporary mentor to help them acclimate to the program until a Doctoral Committee Chair Doctoral Committee Chair has been selected.
- *Program Advisory Committee*: Handles Ph.D. curriculum, admission decision making, and degree plans.
- *Qualifying Exam Coordinator*: Works with faculty to administer the Ph.D. qualifying exam as required by the program.
- *Doctoral Committee Chair*: Oversees the student's academic program, assists the student in the selection of the advisory committee and chairs the Dissertation Committee.
- *Dissertation Committee*: Provides guidance as students move from designing their study to gathering information, data analysis, and preparing drafts and revisions.

### Program for the Doctoral Degree

The PFP Ph.D. Program Coordinator assigns a temporary mentor who is a graduate faculty member to guide the student until the Doctoral Committee Chair is selected. Ph.D. students should complete a Program for the Doctoral Degree during the second semester of their program in a meeting with the Ph.D. Program Coordinators. The student will initiate the scheduling of the meeting with the Ph.D. Program Coordinator. Supplementary materials are needed to assist the committee in developing the student's program of study. Students should come with a draft proposed program of study along with the following: a list of previously completed graduate level courses and a copy of current class schedule and syllabi from previous coursework (if requested). The Program for the Doctoral Degree will be sent by the Ph.D. Program Coordinator to the PFP Business Assistant for filing with the Graduate School. The Doctoral Degree Plan form used by the graduate school is available at: <http://www.depts.ttu.edu/gradschool/current/DegPlanPlan.docx>

Leveling requirements will be determined by the faculty advisory committee in collaboration with the student, based on transcript evaluation. Students who are required to complete courses for leveling must maintain a grade of B or above in leveling courses. All doctoral students must earn a grade of B or above in all courses within their Program for the Doctoral Degree.

Changes to the degree plan may be made in consultation with the Ph.D. Program Coordinator.

### Graduate Program Liaison

The Ph.D. Program Coordinator serves as the PFP Division liaison with the Graduate School and the graduate students. The Ph.D. Program Coordinator keeps up to date with current University, Graduate School, College and Department policies, procedures and requirements and provides direction to students as they proceed into and through their program.

### **Selecting a Doctoral Committee Chair**

Prior to choosing a Doctoral Committee Chair (chair), the student is encouraged to discuss research interests and career goals with several faculty members. The Doctoral Committee Chair should be selected based on complementary skills and expertise related to the proposed dissertation research. The committee chair must be a member of the PFP faculty qualified by academic preparation, have graduate faculty status, and have related teaching, work or research experience. This individual may be different from the assigned temporary mentor. PFP faculty must serve on two dissertation committees to completion before being eligible to serve as a chair of a dissertation committee. The Advisor Selection Form should be filed once a Doctoral Committee Chair has been chosen.

### **Selecting a Dissertation Committee**

When selecting committee members, the student should consult with their Doctoral Committee Chair. The Doctoral Committee Chair should aid in the selection and approval of committee members. Committee members are not solely selected by the student. Committee members should be selected based on complementary skills and expertise related to the proposed dissertation research. Students may select their Doctoral Committee Chairy committees after their program of study has been approved. The advisory committee is composed of the Doctoral Committee Chair (committee chair) plus other faculty members with relevant areas of skill and/or expertise. Students should choose a minimum of five committee members:

- three from the PFP faculty (Doctoral Committee Chair plus two other PFP faculty members)
- one outside the PFP Division
- one outside the college (may include outside the university)

If a faculty member of the committee leaves, they may remain on the committee until the student completes their program provided that the student receives written approval by the Graduate School. The Committee Selection form should be completed by the Doctoral Committee Chair and student then filed with the Ph.D. Program Coordinator. The selection of the dissertation committee is complete when both the Doctoral Committee Chair Selection Form and the Doctoral Dissertation Committee Selection forms have been filed with the Ph.D. Program Coordinator.

### Change of Doctoral Committee Chair/Dissertation Committee

A student is allowed to change their Doctoral Committee Chair at any time during their program, but they must have the consent of the faculty member who will serve in that capacity. If a student decides to change Doctoral Committee Chairs and/or committee members another form must be completed, signed by all parties, and submitted to the Ph.D. Program Coordinator. A change in Doctoral Committee Chair or committee member requires submission of the necessary forms to the Graduate School.

## **Course Work**

### Time Line

Full-time students who enter the graduate program with few coursework deficiencies should be able to complete a Ph.D. degree in a minimum of three years. A three year plan presumes that the student enters during a fall semester, becomes focused on a research direction early in the program, and consistently pursues research activities. Students can expect the time frame to be extended if they enter with 12 or more credits of deficiency coursework and a non-thesis master's degree or no master's degree, enter during the spring semester, change research direction in mid-program, fail to pass the qualifying exam or require extra time to complete the research process.

The Texas Legislature recently passed laws placing strict limits on the number of hours allowed for completion of a doctoral degree. At this time, 99 hours is the upper limit. Doctoral students exceeding 99 hours may be required to pay out-of-state tuition rates for hours in excess of 99. Therefore, per the Graduate School, students, along with their advisors, should work to structure degree plans to be followed for completion with fewer than 99 hours.

### Exemption from Required Personal Financial Planning Collateral Courses

Students entering the program as a CFP<sup>®</sup> Certificant and successful completion of PFP 5373 have the opportunity to take the PFP Qualifying Exam in order to opt out of the required Personal Financial Planning collateral courses (with the exception of PFP 5373). Passing all components of the PFP Qualifying Exam will exempt the student from the required PFP coursework. Inadequate performance on any core component will result in the student being required to take the coursework relevant to the failed sections.

### Requirements for Leveling

Bachelor's degree to Ph.D.: At least three statistics courses beyond the bachelor's degree and one additional research methods course in addition to Ph.D. degree plan.

Thesis M.S. or M.A. to Ph.D.: No additional statistics required beyond the Ph.D. degree plan unless the student is deficient in this area.

Non-Thesis M.S. or M.A. or MBA to Ph.D.: One additional statistics or methodology course is required beyond the Ph.D. degree plan.

### Finance Minor

Doctoral students who are interested in theory and empirical methods in Finance, and who would like to compete for positions within Finance departments, can choose to minor in Finance by taking 15 credit hours in Finance graduate courses including two graduate seminars. One of the seminars must be the Finance 6331 "boot camp" course held from early August to late September. This course requires extensive mathematical economics and statistical methods experience. Students interested in the Finance minor should consider the following sequence of coursework and contact The Ph.D. Program Coordinator for more information and recommendations.

ISQS 5345, 5347, and 5349: Statistics and Regression Analysis in Business and Management  
Finance 5421: Financial Management Concepts  
Finance 5325: Seminar in Security Analysis and Investments  
Finance 5326: Seminar in Portfolio Theory and Management  
Economics 5313: Mathematical Economics (must be completed prior to taking Finance 6331)  
Finance 6331: Seminar in Finance Foundations  
Finance 633X: Seminar in Finance (preferably not Corporate Finance)

### Business Statistics Minor

Students interested in a Business Statistics Minor can do so by taking four graduate-level ISQS classes and passing a comprehensive exam. Sample courses include Statistical Concepts for Business and Management (ISQS 5345), Advanced Statistical Methods (ISQS 5347), Regression Analysis (ISQS 5349) and Applied Multivariate Analysis (ISQS 6348).

### **Major Steps in the PFP Ph.D. Program**

#### By February 1

- Apply for admission
- Acceptance into the program
- Apply for scholarships and fellowships

#### First Semester

- A temporary mentor is assigned
- Schedule PFP 6305 Introduction to Ph.D. Studies in PFP (fall only), PFP collateral courses, and pre-requisites for seminar and research courses
- Consult with Ph.D. Coordinator to establish Program for the Doctoral Degree (PFP collateral completion a priority)

#### Second Semester

- Meet with Ph.D. Coordinators to finalize Program for the Doctoral Degree
- Arrange for the Program for the Doctoral Degree to be filed with the Graduate School
- Complete coursework to sit for the PFP Qualifying Exam

#### Second January of Enrollment

- Sit for the PFP Qualifying Exam (CFP<sup>®</sup> Certificants may be eligible to take this exam earlier in their Program for the Doctoral Degree)

#### After the Second Semester and Until the Semester of Graduation

- Proceed with coursework
- File changes in degree plan (*if necessary*)
- Annual degree plan review with Ph.D. Coordinator or Doctoral Committee Chair to ensure progress toward degree requirements
- Sit for the Research Qualifying Exam to become a Ph.D. Candidate (2<sup>nd</sup> Summer in the Program)
- Select Dissertation Committee Chair
- Complete the PFP Doctoral Committee Chair form and submit to the Ph.D. Program Coordinator
- Recommendation for admission to Ph.D. candidacy upon successful completion of qualifying exam; department sends results to the Graduate School
- Complete the PFP Dissertation Committee Selection form and submit to the Ph.D. Program Coordinator

Register for PFP 8000 hours (at least 12 credit hours; must register for 3 during the semester of graduation)  
 Pre-proposal presentation in PFP 6101  
 Proposal meeting to members of dissertation committee for approval  
 File dissertation topic and committee form with the Graduate School  
 Proceed with dissertation project  
 Draft copies of dissertation  
 Check all Graduate School deadlines for compliance  
 Submit amended copy of plan of study (*if necessary*)  
 Complete dissertation research  
 Pre-defense meeting  
 Prepare final draft copy; submit to dissertation committee members  
 File statement of Intent to Graduate during the semester of graduation  
 File official title of dissertation  
 Schedule oral defense of dissertation and submit "Doctoral Final Oral Examination Notification Form" with the Graduate School (at least 3 weeks before defense date)  
 Reserve a conference room for your defense  
 Submit copy of doctoral defense announcement to department  
 Download the Thesis-Dissertation Approval form from the Graduate School  
 Notify department of oral defense date  
 Provide a copy of dissertation to the Dean's representative from the Graduate School  
 Public oral defense of dissertation  
 File report of final exam with Graduate School  
 Pay diploma fee; give copy of receipt to Graduate School  
 Complete any remaining Graduate School forms and evaluations

**PFP Classes (Not all classes in this list are required for the Ph.D.)**

PFP 5175	Special Topics in Personal Financial Planning
PFP 5210	Professional Field Experience
PFP 5311	Independent Study in PFP
PFP 5320	Legal and Regulatory Aspects of PFP
PFP 5325	Introduction to Charitable Giving
PFP 5326	Advanced Charitable Planning
PFP 5327	Charitable Giving: Theory and Research
PFP 5330	Financial Planning and Law for Settlement Planners
PFP 5335	Settlement Planning Seminar
PFP 5340	Case Studies in Settlement Planning
PFP 5350	Individual Tax Planning Topics
PFP 5362	Asset Management I
PFP 5367	Product Evaluation and Applications in FP
PFP 5371	Fundamentals of PFP
PFP 5372	Asset Management II
PFP 5373	PFP Capstone
PFP 5377	Client Communication and Counseling

PFP 5379	Business Practices and Entrepreneurship in PFP
PFP 5380	Professional Technology in PFP
PFP 5385	Behavioral Finance from a PFP Perspective
PFP 5389	Professional Development in PFP
PFP 5390	Practicum in Personal Financial Planning
PFP 5394	Retirement Planning
PFP 5396	Asset Management III
PFP 5398	Estate Planning
PFP 5399	Internship in Personal Financial Planning
PFP 5497	Risk Management and Insurance Planning
PFP 6101	Academic Leadership in Personal Financial Planning
PFP 6305	Introduction to Ph.D. Studies in Personal Financial Planning
PFP 6330	Seminar in Research and Philanthropy Fund Development
PFP 6374	Household Economic Theory
PFP 6377	Research Methods I
PFP 6378	Research Methods II
PFP 6381	Research Seminar in Asset Management
PFP 6383	Seminar in Regulatory Policy
PFP 6395	Financial Planning Program Development Seminar
PFP 6397	Research Seminar in Personal Financial Planning
PFP 6399	Residency in Financial Planning Research & Education
PFP 7000	Research

**List of Statistics and Research Methods Courses to Fulfill Requirements**

AAEC 5307	Applied Econometrics I
AAEC 6311	Applied Econometrics II
ISQS 5345	Statistical Concepts for Business and Management
ISQS 5347	Advanced Statistical Methods
ISQS 5348	Distribution-free Statistics
ISQS 5349	Regression Analysis
ISQS 6348	Applied Multivariate Analysis
PSY 5347	Advanced Correlational Methods and Factor Analysis
PSY 5348	Advanced Multivariate Analysis for Psychologists
PSY 5360	Structural Equation Modeling for Psychologists
PSY 5380	Experimental Design
EPSY 5380	Introduction to Educational Statistics
EPSY 5381	Intermediate Educational Statistics
EPSY 5382	Qualitative Research in Education
EPSY 5383	Data Analysis with Statistical Software
EPSY 5385	Foundations of Educational Research
EPSY 6302	Survey Research in Education
EPSY 6304	Qualitative Research Methods
EPSY 6305	Qualitative Data Analysis in Education
HDFS 5349	Quantitative Methods I in Human Development and Family Studies

HDFS 5353	Issues and Research in Human Development and Family Studies
HDFS 6352	Quantitative Methods II in Human Development and Family Studies
HDFS 6364	Quantitative Methods III in Human Development and Family Studies
HDFS 6365	Quantitative Methods IV in Human Development and Family Studies
HDFS 6366	Qualitative Methods in Human Development and Family Studies
HDFS 6370	Analyzing Developmental Data
STAT 5302	Applied Statistics I
STAT 5303	Applied Statistics II
STAT 5326	Statistical Analysis
STAT 5328	Intermediate Mathematical Statistics I
STAT 5329	Intermediate Mathematical Statistics II
STAT 5371	Regression Analysis

### Transfer Credit Policy

Ph.D. students may transfer up to 30 hours of graduate level courses earned within seven years prior to admission to the doctoral program. A syllabus and transcript must be submitted for approval of any courses transferred. The Advisory Committee will decide the number of hours that the student will be allowed to transfer. A grade of less than a B will not be accepted. Students may have up to 30 graduate credit hours taken from TTU accepted into this program. However, courses taken more than eight consecutive calendar years before the time of the final oral examination may not be used to satisfy the degree requirements. This policy is in addition to those currently imposed by the university.

### **7000 Doctoral Research Project**

PFP 7000 is intended to be an intensive research project conducted under the supervision of a faculty member or the student's Doctoral Committee Chair. The research may involve collection of data or analysis of an existing dataset. With the prior approval of the advisor, the end product must result in a manuscript or a peer-reviewed paper presented at a research meeting. The specific nature of the 7000 project must be negotiated between the student and advisor, with the advisor using their discretion to make decisions about what constitutes an acceptable 7000 project. It is recommended that the scope, nature, time line, and authorship of the 7000 project be formalized in a contract between advisor and student. Students must consult with a faculty member prior to registering for PFP 7000.

Students with previous research experience should speak with their advisor about the specifics of the 7000 project as it may relate to a past project (e.g., completed thesis or manuscript) or may relate to the next phase of their research plan. Completion of the 7000 requirement will be demonstrated by the student's enrollment in PFP 7000 with the co-authoring faculty member (3 credit hours) and a completed 7000 project.

### **Enrolling in PFP 8000 Hours**

#### Continuous Enrollment

Students who have begun their dissertation research must register for PFP 8000 courses in each regular semester and at least once each summer until all degree requirements have been completed. The exception to this is if the student is granted an official leave of absence from the program for medical or other exceptional reasons. Off-campus students may register for one hour of 8000 with departmental approval until their final semester, at

which time they must enroll for at least three hours. Students receiving financial assistance must register for the number of hours required by Financial Aid. Approval of a leave of absence will not extend the time allowed for completion of the degree.

### Dissertation Hours

Registration for 8000 hours does not occur until the student has been formally admitted into candidacy. Registration for at least 12 hours of 8000 is required for a doctoral dissertation. Once the research project is begun, a student must be enrolled in such courses every semester until completion. A student should enroll in 8000 under the committee chairperson; however, in those instances in which other professors on the committee are making substantial contribution to the student's research, it is permissible for the student to enroll proportionally under those professors. Students certified as off-campus may enroll for as little as one hour until their final semester, at which time three hours minimum are required.

### Registration in Session of Graduation

There are three TTU graduation dates: December, May, and August. Candidates for a graduate degree must be registered in the Graduate School in the session of graduation for at least three hours of 8000 if all requirements are met. Failure to graduate at the expected time requires additional registrations as may be necessary until graduation.

### **Qualifying Exams**

Qualifying exams are required of all Ph.D. students to establish candidacy, and consist of two components - a personal financial planning (PFP) content component and a research (statistics, methods, theory) component. Both exams will be offered on an annual basis; the PFP qualifying exam in January and the Research qualifying exam in June. The PFP qualifying exam should be taken in advance of the Research qualifying exam. Results of the qualifying exam will be forwarded to the graduate school after both components of the qualifying exam have been completed.

It is the student's responsibility to contact the qualifying exam coordinator in the semester prior to taking the exam to indicate intent and confirm eligibility for taking the exam. A meeting will be held of all students who are eligible to sit for the qualifying exam to provide advice for preparing for both the written and oral exams.

### **PFP Qualifying Exam**

Students should plan on taking the PFP qualifying exam during the second January of their program (unless they are a CFP® certificant). A grade of B or better is required in PFP collateral required courses prior to sitting for the exam. Alternatively, a B or better in a combination of PFP collateral required courses and approved transfer credits and a B or better in PFP 5373 or a B or better in PFP 5373 plus current CFP® Certification status is required. It is recommended that students take the CFP® certification exam the November prior to, or the March following, taking the PFP qualifying exam.

## **Research Qualifying Exam**

Students should plan on taking the research qualifying exam after their last semester of course work. Qualifying exams may not be taken if a student has a grade of incomplete in a course or if not all required statistics, methods, and theory courses have not been completed. Students must take the qualifying exam within 12 months of the completion of coursework.

### Written Portion of the Qualifying Exam

The exams are closed-book and all exam work will be completed independently. Evaluation will focus on knowledge and written expression. Knowledge will be evaluated by assessing the level of mastery in PFP case work and doctoral research (statistics, methods, and theory). Written expression will be evaluated by language usage, breadth of vocabulary, avoidance of jargon and colloquialisms, and formality of writing style.

The research qualifying exam will determine if the student is adequately prepared to proceed with dissertation research. Students are expected to independently design and conduct research deemed by the dissertation committee as contributing to the body of knowledge in their discipline. Students will assume the responsibility for becoming an expert in the area of their dissertation research. Therefore, the student is expected to demonstrate research, methodological and analytical expertise sufficient to assume full responsibility for their dissertation research.

The Qualifying Exam Coordinator will compile the questions for the exam after receiving them from the exam committee members. Each student will have questions from a minimum of three areas. Additional questions may be required for any minor. Questions will be administered in the following research areas:

- Statistics
- Methods
- Theory

### Oral Portion of the Qualifying Exam

Students will be invited to partake in the oral portion of a qualifying exam at the discretion of the examination committee. The oral portion of the examination will allow the exam committee members to further assess the student's present level and capabilities in any of the areas included in the written portion of the examination. If applicable, the oral exam will be scheduled within four weeks after the written exam. In addition, the student could be assessed on independence of thought, oral expression, organizational ability, and ability to perceive relationships among concepts. Students will be briefed on procedures related to the oral portion of the exam.

To be admitted to Ph.D. candidacy the student must demonstrate the following:

- Competency in PFP-related knowledge and casework
- Competency in designing research studies appropriate to area of study
- Understanding of relationship between research methods and analyses appropriate to area of study, including the development of testable research hypotheses/research questions and research design that adequately tests the hypotheses/questions
- Ability to discuss research issues and controversies relevant to the area of study including the citation of examples from the literature
- Understanding of the components of a proposal relevant to the area of study

- Ability to assimilate, enumerate, and analyze course work relevant to the specific question
- Ability to support the ideas, premises, arguments or summaries with appropriate references from readings in the relevant area
- Ability to thoroughly and comprehensively explore and present responses which justify and support position
- Ability to present information clearly in a logical and well-organized manner

### Possible Outcomes

Students must successfully complete both sections of the qualifying exam in order to proceed to Ph.D. candidacy. If the student fails either component of the qualifying exam, the examination committee will have the opportunity to recommend specific coursework or areas of coursework it deems necessary for continued doctoral study. A student has the opportunity for one re-examination during the next administration of the exam, with the possible outcome being continuance upon passing or termination upon failure. This outcome follows the Graduate School guidelines. If a student decides not to take the re-examination opportunity then graduate study will be terminated.

### **Guidelines for Research**

#### Conducting Research with Human Subjects

Any research at TTU, including dissertation research, that involves collecting responses from people must be reviewed and approved by the Institutional Review Board (IRB). Forms and procedures are available at [www.ors.ttu.edu](http://www.ors.ttu.edu). IRB proposals must be submitted with a faculty co-investigator.

#### Preparation of Dissertation Proposal

Following successful completion of the qualifying exam, a student will select a research topic that is approved by all the members of dissertation committee. Once the topic is approved, the student, in consultation with the Doctoral Committee Chair, will prepare a more detailed plan of work (a comprehensive proposal) that will include three main parts: An Introduction (Statement of Problem, Purpose Statement); Review of Literature; Explanation of the Design of the Study and Methods. A student may follow the PFP guidelines for a three-essay dissertation (see next page) or prepare a traditional dissertation. Note, however, that a conceptual or theoretical framework for the research is required. The proposal must demonstrate to the committee that the student has a thorough understanding of the research topic and research process. Rudestam and Newton (2001) suggest:

“By and large, your dissertation committee will need to be convinced of three things in order to be comfortable with your proposal:

1. Is the question clear and researchable, and will the answer to the question extend knowledge of your field of study?
2. Have you located your question within a context of previous study that demonstrates that you have mastered and taken into consideration the relevant background literature?
3. Is the proposed method suitable for exploring your question?” (p.17)

The following outline may be useful in developing your dissertation proposal for an empirical study:

#### Introduction

- Background of the problem and justification of the study
- Purpose or general objectives
- Statement of the problem or the research questions
- Theoretical or conceptual background of contexts
- Specific objectives
- Assumptions and limitation
- Operational Definitions of terms

#### Review of Literature

- Classic, definitive or influential research
- Explanation and application of a theoretical or conceptual framework
- Summary and analysis of the literature as applied to the research problem

#### Design of the Study and Methods

- Hypotheses and/or research questions
- Instrument selection or development
- Validity and reliability of the sample or instrument
- Procedures for pilot testing
- Sampling procedures
- Method of collecting data
- Method of analyzing data

Source: Rudestam, K. E., & Newton, R. R. (2001). *Surviving your dissertation: A comprehensive guide to content and process*. (2nd ed.). Newbury Park, CA: Sage.

#### Three-Essay Format Dissertation

A student may choose to write a three essay portfolio rather than a single, more comprehensive dissertation. The advantages of the three essay dissertation are a greater likelihood of multiple publishable works and a broader exposure to literature, data, and theory in financial planning. The disadvantage is that by not focusing more narrowly on a single topic, a student may fail to increase the depth of his or her expertise and therefore, may not lead to a more significant contribution to the literature. The student and the Doctoral Committee Chair should choose the format they feel best suits the topic and the student's career goals. The portfolio dissertation need not include three closely related topics; however, there are many advantages to maintaining some theoretical or empirical focus throughout the essays.

According to the [Graduate School guidelines](#), a straight journal manuscript cannot be submitted as a dissertation. The portfolio dissertation should be organized with an introductory chapter explaining the contents of the total document and a statement of the rationale and/or relationship of the several topics being presented. Each essay is usually of a length and scope conducive to submission separately as a journal article. If using a particular journal's style guide, please keep in mind that the student should use one style for the dissertation, even if submitting the sections to different journals. A conclusions or summary chapter is required.

During Research Methods II class, students will use secondary data to produce a paper that could be used on the job market when interviewing. Prior to taking Research Methods II, students who have:

- selected their committee chair
- identified an approved research topic
- read relevant literature
- identified appropriate theoretical foundation for their research
- identified relevant secondary data
- permission of both committee chair and Research Methods II professor

may begin working on a preliminary draft of the first essay of their dissertation during Research II class.

These guidelines describe the typical process to complete a three-essay format dissertation. Students interested in a traditional format dissertation should consult with their Doctoral Committee Chair for specifics on the processes to prepare for and complete a traditional format dissertation.

#### Pre-Proposal Presentation (PFP 6101)

Once the student has:

- selected the dissertation committee (in consultation with Doctoral Committee Chair)
- a completed draft of the first dissertation essay
- a completed outline of the second dissertation essay
- developed a concept for the third dissertation essay

the student will present this proposal draft during PFP 6101 to solicit feedback from committee members, the PFP faculty, and fellow graduate student colleagues in preparation for the proposal defense meeting. Proposals should be distributed to internal PFP committee members at least one week prior to the pre-proposal meeting.

At the beginning of the semester the student plans to have the pre-proposal meeting, they should contact the PFP 6101 instructor and committee members to schedule this meeting. Students should encourage all PFP faculty and fellow Ph.D. students to attend their pre-proposal meeting to gain as much feedback as possible.

#### Proposal Meeting

A formal meeting of the committee shall be held to discuss the proposal. The student should provide a completed proposal to the committee chair for approval. Once approved, the committee chair will email the approved proposal to committee members at least one week in advance of the scheduled proposal defense meeting. The complete proposal should contain:

- Introduction
  - Background of research problem and justification of study
  - Purpose and objectives of research study
- Review of literature
  - Include detailed description of literature related to research study (not all literature may end up being cited in all essays)
  - Complete list of references

- Theoretical foundation(s) and/or conceptual framework for the research
- Overview and/or connection of three essays
- Presentation of completed first essay (subject to further revision requests from committee members). Please include the following appendices:
  - Condensed codebook of questions, coding, and descriptive statistics (for complete and censored data) on all items selected for use from the secondary data
  - Copy of program and output files used to create variables and generate results from the secondary data items
  - Complete specification of all variables used in study
    - Operationalization (match theoretical concept to variable(s) selected or created from data for empirical use)
    - Measurement (how each variable is specifically measured for empirical use)
    - Descriptive statistics for all variables
  - One-page description of secondary data source used
  - One-page description, explanation, justification of statistical techniques used
- Outline of all sections for second essay
  - including empirical model and preliminary results (if using secondary data)
  - including survey draft and details on data collection (if using primary data)
- Well-developed concept and rationale for third essay

At the meeting, students are expected to make a brief (30-45 minute) presentation to the full committee to summarize the proposal. Public attendance at the proposal meeting is at the discretion of the Doctoral Committee Chair. The committee will ask questions and provide feedback to the student. The student should be prepared to defend all elements within the dissertation research proposal document. After the proposal meeting, students should make any necessary changes to the proposal and send a revised copy to the committee chair. The committee chair will then send a revised plan of action to the committee members for their approval. Once a plan of action is agreed upon, this final proposal shall be signed off on by all members of the dissertation committee. The student will then be eligible to continue working on completing the dissertation research.

**Students are encouraged to refrain from seeking employment until after the successful defense of their proposal. In the future, faculty members will not serve on a dissertation committee of any student who leaves Texas Tech before they successfully propose. Faculty recommendations will not be provided until the Ph.D. candidate has successfully defended their dissertation proposal.**

#### Approval and Modification of Dissertation Proposal

When approved by all parties, the proposal constitutes an agreement that data may be collected and specifies the steps that will be taken to complete the study. As long as the student follows the steps outlined in the proposal at the time it is approved, the Doctoral Committee Chair and committee members are discouraged from demanding significant changes to the study. However, it is not uncommon for there to be changes because it is impossible to predict adjustments that may need to be made during the process of collecting and analyzing data.

### Dissertation Process

Students should work independently, in consultation with the committee chair and relevant committee members, on completing the dissertation research as outlined in the final proposal. Any changes to the final proposal should be agreed upon by the committee and documented. The dissertation process should be completed as follows:

1. Any changes to the first essay should be completed
  - a. The completed first paper should be submitted to the committee chair
  - b. Upon the chair's approval, the revised first essay will be provided to committee members for their feedback
2. The second essay should be completed
  - a. The completed second paper should be submitted to the committee chair
  - b. Upon the chair's approval, the revised second essay will be provided to committee members for their feedback
3. The third essay should be completed
  - a. The completed third paper should be submitted to the committee chair
  - b. Upon the chair's approval, the revised third essay will be provided to committee members for their feedback
4. The introductory, literature review, theoretical, and summary chapters should be completed, in consultation with the committee chair.

Once the dissertation process is complete, the student's responsibility is to schedule the pre-defense meeting with the internal (PFP) dissertation committee members.

### Pre-Defense Meeting

A meeting of the internal (PFP) committee members shall be held to determine readiness for the dissertation defense. The student should provide a completed dissertation to the internal committee members at least two weeks in advance of the scheduled pre-defense meeting. Students are expected to be ready to defend and justify their research. The complete dissertation should contain:

- Introduction
  - Background of research problem and justification of study
  - Purpose and objectives of research study
- Review of literature
  - Include detailed description of literature related to research
  - Complete list of references
- Theoretical foundation(s) and/or conceptual framework(s) for the research
- Overview and/or connection of three essays
- Three essays. Please include the following appendices:
  - Condensed codebook of questions, coding, and descriptive statistics (for complete and censored data) on all items selected for use from the data (secondary and/or primary)
  - Copy of program and output files used to create variables and generate results from the data
  - Complete specification of all variables used in study
  - Operationalization (match theoretical concept to variable(s) selected or created from data for empirical use)

- Measurement (how each variable is specifically measured for empirical use)
- Descriptive statistics for all variables
- One-page description of data source(s) used
- One-page description, explanation, justification of statistical techniques used
- Institutional Review Board approval letter, if applicable
- Conclusion
  - Summary of results and implications from all three essays as they relate to the purpose and objectives of the research study

During this meeting, students may be asked to revise sections of the dissertation. At the conclusion of this meeting, it will be determined if the student is ready to proceed with the dissertation defense.

### Final Examination (Dissertation Defense)

The student must be registered for at least three 8000 (dissertation) hours in the semester in which the final examination is administered and degree requirements are completed.

Upon recommendation by the internal committee members, the student's responsibility is to schedule the formal dissertation defense meeting. The graduate school requires notification of the date at least three weeks prior to the defense meeting. The student shall consult with the Doctoral Committee Chair and committee members to select the date and time for the final examination and reserve a room for the meeting. The student should provide a complete and revised dissertation to the full dissertation committee at least two weeks in advance of the scheduled defense meeting.

The dissertation committee will conduct the final examination. The final examination will be oral and will be primarily critical evaluation of the dissertation (defense). A representative from the Graduate School will be present at each dissertation defense to ensure that procedures are properly followed. The committee will decide whether the student has passed and suggest any necessary revisions or corrections to the dissertation, which must be completed before the submission of the dissertation to the Graduate School.

Students are expected to make a 45-minute presentation to describe the dissertation research. Suggested guidelines are—Introduction: 5-10 minutes, Three Essays: 10 minutes each, Summary: 5-10 minutes). The complete and revised dissertation should contain:

- Introduction
  - Background of research problem and justification of study
  - Purpose and objectives of research study
- Review of literature
  - Include detailed description of literature related to research
  - Complete list of references
- Theoretical foundation(s) and/or conceptual framework(s) for the research
- Overview and/or connection of three essays
- Three essays
- Conclusion
  - Summary of results and implications from all three essays as they relate to the purpose and objectives of the research study

- Please include the following appendices for committee members (not necessarily submitted to Graduate School):
  - Condensed codebook of questions, coding, and descriptive statistics (for complete and censored data) on all items selected for use from the data (secondary and/or primary)
  - Copy of program and output files used to create variables and generate results from the data
  - Complete specification of all variables used in study
    - Operationalization (match theoretical concept to variable(s) selected or created from data for empirical use)
    - Measurement (how each variable is specifically measured for empirical use)
    - Descriptive statistics for all variables
  - One-page description of data source(s) used
  - One-page description, explanation, justification of statistical techniques used

Students are expected to:

- provide a professional, well-rehearsed presentation
- respond to all questions and feedback appropriately
- maintain a professional and scholarly demeanor throughout the defense process
- be prepared to make revisions based on the committee's feedback

### Electronic Dissertations

Theses and dissertations produced by TTU graduates are submitted electronically as ETDs (electronic theses and dissertations). All research should be prepared using the style of the *Publication Manual of the American Psychological Association* (latest edition) and the Graduate School's "Thesis-Dissertation Formatting Guidelines" available on the [Graduate School website](#).

The Graduate School offers a Thesis-Dissertation Formatting Workshop each semester. Electronic submission procedures, document design and formatting are topics covered in the workshop. For more information on future workshop dates and handouts from previous workshops, see <http://www.depts.ttu.edu/gradschool/current/workshop.php>

Students are required to download the Thesis-Dissertation Approval form from the Graduate School website and fill it out and bring it to their defense to obtain committee signatures. This document verifies the committee's approval of the work and is returned to the Graduate School. Students who would like to include committee signatures in printed bound copies for their departments or committee members may have the committee members sign a title page created from the document template in the Graduate School formatting manual.

### **Responsibility of Ph.D. Students in Personal Financial Planning**

1. Be familiar with Graduate School, College of Human Sciences and Division of Personal Financial Planning policies and procedures. Read the Texas Tech Graduate School Catalog and PFP Ph.D. Student Manual.

[TTU Graduate Catalog](#)

[TTU Student Handbook](#)

2. Develop a plan and timetable for completion of the degree program. This is accomplished in conjunction with the Program Advisory Committee. Observe and meet [Graduate School deadlines](#) regarding: plan of study, draft copy of dissertation, oral examination, and final copy of dissertation.
3. Confer with the Ph.D. Program Coordinator concerning:
  - enrollment procedures (consult with the Ph.D. Program Coordinator each registration period),
  - Program for the Doctoral Degree
  - the semester in which degree is to be conferred,
  - qualifying examination,
  - selection of Doctoral Committee Chair (Doctoral Committee Chair).
4. Make a committed and dedicated effort to gain the skills and knowledge to pursue the research project successfully.
5. After consulting with the Doctoral Committee Chair, contact committee members requesting their membership on dissertation committee.
6. Consult the Doctoral Committee Chair on a regular basis regarding:
  - research proposal development,
  - research proposal presentation,
  - research proposal approval,
  - guidance during research,
  - planning committee meetings,
  - unanswered questions, and
  - plan for oral defense.
7. Provide copies of the final dissertation (following completion of all committee requirements) to:
  - The Graduate School,
  - Doctoral Committee Chair, and
  - other dissertation committee members (optional but recommended).

### **Guideline for Authorship and Use of Data**

Research is an integral facet of graduate study, and students are encouraged to seek publication of work completed in pursuit of advanced degrees. Many articles based on theses and dissertations completed at Texas Tech are in research journals.

#### Authorship

Papers resulting from dissertation research shall always recognize the student and the Doctoral Committee Chair as coauthors. In those disciplines where authorship order is not always alphabetical, the student will generally be the first author listed in a publication resulting from a thesis or dissertation. In cases of considerable revision or addition of other data, the order of authorship should be subject to mutual agreement, based on the nature and extent of contribution of the parties concerned, and in accordance with accepted practice in the discipline.

The Doctoral Committee Chair and student will jointly determine whether other committee members who contribute significantly should be included as coauthors or cited in

acknowledgements. In such cases the order of second, third, or additional authors should be generally reflective of input to the project.

It is advisable that the Doctoral Committee Chair and student establish a clear agreement at the beginning of a project regarding acceptable guidelines on publication processes and order of authorship. If there are certain stipulations regarding time lags, preparation of drafts of the publication, data collection or analyses, or others, the faculty member should describe these to the student. If a student does not draft a manuscript based on available data within 18 months after the student completes the degree, the Doctoral Committee Chair can be listed as the primary author of any manuscripts that the Doctoral Committee Chair develops. In no case shall either the student or Doctoral Committee Chair submit an article or manuscript derived from the dissertation without showing both the student and advisor as authors. Persons not directly involved in a project have no right to publish data from the project unless permission is obtained in writing from the researchers involved.

#### Ownership of Data

When the research or development project is supported by university funds, including grants and contracts (unless specified in the contract), the data are the property of the university and the Division of Personal Financial Planning. The project director or principal investigator is responsible for appropriate use of the data. The university should be identified as the agency in which the work was accomplished, and the guidelines of any sponsoring agency should be followed. Data are to be retained by the Division and are not to be removed by departing faculty, students, or technical personnel.

In those cases in which the university provides no financial direct support, it will still be deemed to have provided indirect support through use of facilities, equipment, and faculty time. Data from such projects are considered the co-property of the academic Division, Doctoral Committee Chair and the student. The Doctoral Committee Chair and the student are considered to be responsible representatives of the Division, and both the Doctoral Committee Chair and the student should retain copies of the data.

#### **Resources**

[The Graduate School](#)

[Department of Applied and Professional Studies](#)

[Division of Personal Financial Planning](#)

[TTU Academic Calendars](#)

[TTU Campus Map](#)

[Texas Tech University Library](#)

Extensive library services are available to students, including electronic catalogs, electronic reserve for readings, and interlibrary loan. The library holdings relevant to the PFP program include several electronic databases. Among these are Academic Search Premier, Business Source Complete and Educational Abstracts. A social sciences librarian serves as a liaison to

the PFP program, assisting faculty, staff, and students when doing research, providing library instruction specific to the subject area and selecting new titles for the collection.

#### [Advanced Technology Learning Center](#)

The Advanced Technology Learning Center (ATLC) is Technology Support's main lab facility. PC and Macintosh computers are available for use by TTU students, faculty or staff.

#### [Teaching, Learning and Technology Center](#)

The Teaching, Learning and Technology Center (TLTC) offers the TEACH Fellows Program. It is geared toward Ph.D. students with teaching appointments to assist them in further developing teaching skills and exploring faculty roles on a college or university campus. Fellows selected for this program are paid a stipend per semester for their active participation.

#### [Office of Research Services](#)

203 Holden Hall  
(806) 742-388