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|  | **The UF Doctorate of Education Program Dissertation Process****A Checklist for Working with Committee Chair and Members****Important Note:** This document *should only be used as a guide and not as a definitive and complete list of tasks* that should be accomplished. **It is important that each student work with the dissertation Chair to customize this checklist according to each student’s individual process**. |
|  | **Student** | **Chair** |
| **First Semester**EDUC 700 Writing as a Doctoral ScholarEDUC 701 Orientation to Doctoral Study | * Send request to faculty member to serve as committee Chair; get confirmation; send thank you to Chair and notification to the Doctorate of Education program Chair
* Determine and begin to refine dissertation topic
* Once your chair accepts, begin filling out the *Dissertation Committee Petition* form with your Chair, which can be found on the [Ed.D Support Materials](https://www.findlay.edu/intranet/colleges/education/edd-candidates) webpage
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 | * Wait for that email request
* Carefully consider the request
* Respond to the request in a timely manner
* If you accept, begin filling out the *Dissertation Committee Petition* form with the student, which can be found on the [Ed.D Support Materials](https://www.findlay.edu/intranet/colleges/education/edd-candidates) webpage
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| **Second Semester**(no direct dissertation classes) | * Discuss potential committee members with your dissertation Chair
* Send request to committee members; get confirmation.
* Submit *Dissertation Committee Petition* form once the committee is complete
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 | * Meet with student face to face, online with Collaborate, Skype, FaceTime, using email, or a telephone, etc…to give suggestions on potential committee members
* Plan for how you will track the progress of your dissertation student\
* Ensure that the student submits the *Dissertation Committee Petition* form.
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| **Third Semester**(no direct dissertation classes but students are taking EDUC 760 Research & Measurement) | * Email Chair to set meeting date to discuss/update Dissertation Progress Plan (created in EDUC 701)
* At meeting with Chair, consider items on Dissertation Progress Plan as a way to accomplish tasks
* Confirm with Chair next meeting date and/or future feedback and conferencing schedule
* Focus research questions
* Decide whether a quantitative approach is appropriate for your study and select possible methods of analysis
* Incorporate modifications listed in the Passport
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 | * Review and recommend changes (as needed) to student’s Dissertation Progress Plan
* Discusses initial timeline with student. Timelines should include (at a minimum)
	+ Data collection timeframe
	+ Data analysis timeframe
	+ Final oral defense/completion target date
	+ Graduation target date
* Help the student to develop and refine research questions early in the semester
	+ These refined research questions will then lead into the development of the Lit Review outline of variables/topics to be covered
* Help student decide whether a quantitative approach is appropriate for their study and select possible methods of analysis
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| **Fourth Semester**EDUC 750 Research I Literature ReviewEDUC 751 Research I DissertationEDUC 765 Qualitative Research and Measurement | * Discuss topics that might be added as background for your study. **Identify the focus and subtopics of your literature review**
* As you examine the literature, look for possible research instruments or methods
* Decide whether a quantitative approach is appropriate for your study and select possible methods of analysis
* Incorporate modifications listed in the Passport
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 | * Discuss topics that might be added as background for their study. **Identify the focus and subtopics of the literature review**
* Discuss possible methodologies. Should be becoming even more focused at this point
* Provide feedback on Chapter 1 and 2
* Ensure that student incorporates modifications listed in the Passport
* Consult 751 syllabus and ensure that all objectives and assignments have been met
* Submit grade for EDUC 751
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| **Fifth Semester**EDUC 770 Research III Research Design & Proposal DevelopmentEDUC 771 Research III Dissertation | * Continue working with Chair to refine and refocus your study: Review of literature, research questions and, if applicable, any changes to Chapter 1 based on changes in design
* Meet EARLY in semester to discuss Comprehensive Exams
* Transfer work completed to this point (Chapters 1-3) to the dissertation template document found on the [Ed.D Support Materials](https://www.findlay.edu/intranet/colleges/education/edd-candidates) webpage
* Meet with Chair to discuss research design
* **Select an appropriate research design**
* Providing Chair with timeline of data collection to help with proper planning. Chair will help you ‘work backwards in time’ to determine your dissertation timeline
* Begin discussions of the IRB process with Chair
* Incorporate modifications listed in the Passport
* YOU MUST HAVE YOUR DATA COLLECTED BEFORE YOU CAN TAKE EDUC 780/781!
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 | * Meet EARLY in semester to discuss Comprehensive Exams
* Monitor student progress on Parts I & II of Comprehensive Exams
* Provide feedback on Chapter 2 and 3
* Ensure that the student is using the correct Dissertation Template, which can be found on the [Ed.D Support Materials](https://www.findlay.edu/intranet/colleges/education/edd-candidates) webpage
* **Select an appropriate research design**
* Ensure that student incorporates modifications listed in the Passport
* ENSURE THAT STUDENT HAS A PLAN TO COLLECT DATA BEFORE TAKING EDUC 780/781!
* Consult 771 syllabus and ensure that all objectives and assignments have been met
* Submit grade for EDUC 771 to Ed.D Program Chair
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| **Sixth Semester**Students on the full-time plan are taking Comps this terms as well | * Submit Parts I & II of Comprehensive Exams and defend at Summer Institute
* **Complete all required modifications to Comps by August 1st**
* Submit IRB to Doctorate of Education Program Chair AFTER successful Comprehensive Exams defense
* Collect signatures and email IRB to the UF IRB committee, making sure to copy your Chair on the email
* Collect data only AFTER you have received UF IRB approval
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 | * Read Comprehensive Exams and prepare for defense at Summer Institute
* **Provide as much feedback as possible PRIOR to Comps**
* Question student during oral defense and describe modifications, as needed
* Submit completed Comp rubrics and signature to Doctorate of Education Program admin asst.
* Ensure that Comps modifications are completed by August first
* Notify Ed.D Program Chair once all modifications to Part I & II have been completed.
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| **Seventh Semester**EDUC 780 Research IV Statistical Analysis & CoachingEDUC 781 Research IV Dissertation | * Analysis of data in class. Discuss results with Chair
* Discuss ideas for Chapter 5 (structure) with Chair
* Write chapter 5 incorporating modifications listed in the Passport
* Consult 781 syllabus and ensure that all objectives and timelines have been met
* If timelines cannot be met establish new timeline for dissertation completion
* Finalize dissertation document; error free
* Final defense of dissertation. Full committee will decide on outcome
* Modifications to your Dissertation are due two weeks after defense
* **You cannot take EDUC 790 unless your modifications are complete**
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 | * Provide feedback on Chapter 4 and 5
* Ensure that student incorporates modifications listed in the Passport
* Consult 781 syllabus and ensure that all objectives and timelines have been met
* If timelines cannot be met establish new timeline for dissertation completion
* Submit grade for EDUC 781 to Ed.D Program Chair
* Hear final defense and render a decision. Submit completed rubrics and signature page to Doctorate of Education admin asst.
* Ensure that all modifications are complete within two weeks of defense
* Submit final dissertation completion form to Ed.D Program Chair
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| **Eighth Semester**EDUC 790 Dissemination of Research | * Present research at Summer Institute
* Ask your Chair and Committee about opportunities to present or review proposals and organizations to join
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 | * Provide advice on how to adapt dissertation to a professional conference presentation or publishable paper
* Suggest organizations to join and opportunities to present or review proposals
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| **Eighth Semester**EDUC 791Dissertation Completion | * Upload dissertation to OhioLINK/ProQuest. Coordinate with Ed.D Program Administrative Assistant
* Complete the Ed.D Student Exit Survey
* Give your raw data to Abbie in the Ed.D Program Office
* Meet the COE’s alumni and Development representative
* Have your dissertation bound and printed (optional)
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 | * Ensure student has submitted final draft of Dissertation to OhioLINK/ProQuest
* Ensure that students has completed the Ed.D Student Exit Survey
* Make sure that your student gives their raw data to Abbie in the Ed.D Program Office
* Introduce Student to the COE’s alumni and Development representative
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