## Dissertation Process Checklist

This Checklist is intended to help guide students and dissertation Chairs through the various responsibilities and roles associated with each semester of the program. This should only be used as a guide and not as a definitive and complete list of tasks. Ultimately, the student should work with the dissertation Chair to communicate about and customize this checklist according to each student’s individual progress.

**CHAIRS:** Typically, you will be asked by a first-semester student (taking EDUC 700/701) to be dissertation Chair, and your responsibilities include yellow highlighted tasks. For the next few semesters, you are providing guidance (developing & refining research questions, discussing approach(es), possible methods of analysis, theoretical frameworks, & dissertation committee members). Then, when the student is enrolled in EDUC 750/751 (typically year 2), you are responsible for tasks highlighted in green (*grade needed*). Before student enrolls in EDUC 770/771 (typically 5th semester; spring), you are responsible for ensuring the student has fully formed dissertation committee and for tasks highlighted in teal (*grade needed*). Once dissertation proposal defense is complete, IRB approval is gained, and student has completed data collection, you need to sign the Data Collection Completion form before the student can register for EDUC 780/781. When the student is enrolled in EDUC 780/781 (typically 8th semester; spring), you are responsible for tasks highlighted in grey (*grade needed*).

**COMMITTEE MEMBERS:** Typically, you will be asked by a student to serve as member of the dissertation committee between the student’s 3rd & 4th semester. When student is enrolled in EDUC 770/771 (typically 5th semester; spring), you are responsible for providing feedback on the completed draft of Chapter 3 within two weeks after the draft is shared and feedback on the dissertation proposal draft of Chapters 1-3, all appendices (including email communication, survey instruments, interview protocols, etc.), and complete Reference pages prior to or at the scheduled dissertation proposal defense. You also may be asked to provide feedback on the IRB application. When a student is enrolled in EDUC 780/781, you are responsible for providing feedback on the final draft of the dissertation, including Chapters 1-5, all appendices, and complete Reference pages prior to or at the scheduled final defense.

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|  | **Student** | **Chair** | **Administrative Coordinator/Program Chair** |
| **First Semester**EDUC 700 Writing as a Doctoral ScholarEDUC 701 Orientation to Doctoral Study | * As part of EDUC 701, send request to faculty member to serve as dissertation Chair
* Once Chair accepts:
	+ share portfolio with Chair
	+ complete *Dissertation Committee Petition* form & request “signature” (by typing)
	+ email the Administrative Coordinator to indicate task is complete
* Determine and begin to refine dissertation topic
* As part of EDUC 700, upload a completed draft of Chapter 1 to portfolio by the last day of semester classes (request feedback from your Chair by sharing the file)
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 | * Wait for email request
* Carefully consider the request
* Respond to the request in a timely manner
* If you accept, student will share the online SharePoint portfolio with you & request “signature” on *Dissertation Committee Petition* form
* Provide feedback to student’s completed draft of Chapter 1 in portfolio
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | * Administrative Coordinator: Prior to semester beginning, double check that students are registered for correct sections of classes
* Administrative Coordinator: Once student emails that *Dissertation Committee Petition* form has been signed by Chair, update master list
* Program Chair: Check for Chapter 1 feedback in online portfolio for students enrolled in EDUC 700
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| **Second Semester**EDUC 703 Policy AnalysisEDUC 705 Strategic Planning | * Begin discussion of potential committee members with your dissertation Chair
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 | * Give suggestions on potential committee members
* Plan for how you will track the progress of your dissertation student
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| **Third Semester**EDUC 760 Research & MeasurementEDUC 711 Influential ThinkersSummer Institute | * Focus research questions
* Consider which approach is appropriate for study & identify possible methods of analysis
* Begin developing a theoretical framework to guide dissertation
* Attend Summer Institute: share dissertation plan, provide peers with feedback on their plans, & consider which faculty members might be good dissertation committee members
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 | * Help student to develop & refine research questions which leads into development of the Lit Review outline of variables/ topics to cover
* Help student consider which approach(es) might be appropriate for study & identify possible methods of analysis as well as potential theoretical frameworks
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 | * Administrative Coordinator: Add Summer Institute attendance to master list
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| **Fourth Semester**EDUC 750 Research I Literature ReviewEDUC 751 Research I DissertationEDUC 765 Qualitative Research and MeasurementEDUC 707 Global Dimensions/ Perspectives | * Email dissertation Chair to set up meeting to discuss/update topic and devise a schedule for drafts and feedback (EDUC 751 CO1)
* Discuss topics that might be added as background for study. Identify focus & subtopics of literature review. Look for possible research instruments or methods
* Continue to consider which approach is appropriate for study & identify possible methods of analysis
* Share drafts of Chapter 2 by deadlines as scheduled with dissertation Chair (EDUC 751 CO3)
* Upload completed draft of Chapter 2 two weeks prior to the final day of semester classes (request feedback from your dissertation Chair by sharing the completed draft file) (EDUC 751 CO3)
* Incorporate feedback provided by Chair
* Finalize potential committee member choices with dissertation Chair; send request to committee members, & once confirmed:
	+ complete the committee members section on the *Dissertation Committee Petition* form
	+ share portfolio with committee members, requesting that they provide their “signatures” (typed names) on the *Dissertation Committee Petition* form
	+ email Administrative Coordinator to indicate that task is complete
 | * Devise a schedule for drafts & feedback of Ch. 2 once student emails to set up a meeting date (if student does not email by the third week in the semester, reach out to the student & take note of associated points on EDUC 751 rubric)
* Discuss topics that might be added as background for study. Identify focus & subtopics of literature review. Discuss possible methodologies (should be becoming even more focused at this point)
* Provide feedback on Chapter 1 as student requests & on Chapter 2 as agreed
* Ensure student shares completed draft of Chapter 2 for feedback at least two weeks prior to the final day of semester classes
* Complete EDUC 751 rubric & submit to Administrative Coordinator for EDUC 751 grade
* Ensure student has completed the *Dissertation Committee Petition* form & has shared the online portfolio with committee members
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 | * Administrative Coordinator: Once student emails that *Dissertation Committee Petition* form has been signed by committee members, update master list
* Administrative Coordinator: Send Program Chair grades for EDUC 751 students
* Program Chair: Submit official grades for EDUC 751
* Program Chair: Check for Chapter 2 feedback in online portfolio for students enrolled in EDUC 751
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| **Fifth Semester**EDUC 770 Research III Research Design & Proposal DevelopmentEDUC 771 Research III DissertationEDUC 713 Innovation & Information LiteracyEDUC 715 Inviting Environments | * Reach out within the first 3 weeks of semester to schedule at least 2 meetings with dissertation Chair to discuss progress & devise a schedule for drafts & feedback (EDUC 771 CO1).
* Meetings will focus on refining and refocusing study: Review of literature, research questions, appropriate research design, any changes to Chapter 1 based on changes in design (if applicable), timeline for data collection, and IRB
* Begin working on IRB application
* Provide initial & revised drafts of Ch. 3 as scheduled with dissertation Chair (EDUC 771 CO3)
* Continue refining & revising Ch. 1 & 2
* Talk with dissertation Chair about timeframe for Dissertation Proposal Defense, which must be scheduled **prior to August 1** (EDUC 771 CO4)
* Upload completed draft of Chapter 3 two weeks prior to the final day of semester classes for feedback from dissertation Chair and committee members (EDUC 771 CO5)
* With permission of dissertation Chair, share Dissertation Proposal Defense date/location with committee and Administrative Coordinator
* Share dissertation proposal draft (including Ch. 1-3; Appendices; References) for whole committee review at least two weeks prior to scheduled defense
* Prepare for oral presentation/ defense of dissertation (EDUC 771 CO6)
 | * Devise a schedule for drafts & feedback of Ch. 3 once student emails to set up a meeting date (if student does not email by the third week in the semester, reach out to the student & take note of associated points on EDUC 771 rubric)
* Meet at least twice with student to discuss dissertation progress & provide student guidance on IRB process, appropriate research design & timeline, & necessary revisions
* Provide feedback on Chapter 3 as agreed
* Provide guidance & feedback on IRB application
* Ensure that student is using the correct Dissertation Template, found here: [Ed.D. Support Materials](https://www.findlay.edu/intranet/colleges/education/edd-candidates)
* Ensure that student shares Chapter 3 with committee members for feedback at least two weeks prior to the final day of semester classes for feedback
* Complete EDUC 771 rubric & submit to Administrative Coordinator for EDUC 771 grade
* Ensure that student’s Dissertation Proposal Defense is prior to August 1 and **any needed modifications will be completed by August 15**
* Conduct student’s Dissertation Proposal Oral Defense & complete Dissertation Proposal Defense rubric, get “signatures,” & email Administrative Coordinator that document is completed
 | * Administrative Coordinator: Send Program Chair grades for EDUC 771 students
* Administrative Coordinator: Add Dissertation Proposal Defense date/ location to master list
* Administrative Coordinator: Add results of Dissertation Proposal Defense to master list
* Program Chair: Submit official grades for EDUC 771
* Program Chair: Check for Chapter 31 feedback in online portfolio for students enrolled in EDUC 771
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| **Sixth Semester**Summer Institute | * Attend Summer Institute
* Complete all required modifications to Dissertation Proposal Defense by **August 15** &work with Chair on IRB application
* Finalize IRB (including all appendices) & get dissertation Chair signature
* Submit IRB to Program Chair for signature AFTER successful Dissertation Proposal Defense & IRB is signed by dissertation Chair
* Email signed IRB to the UF IRB committee, making sure to copy Chair & Administrative Coordinator
* Collect data only AFTER IRB approval
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 | * If relevant, ensure that all required modifications are completed & email Administrative Coordinator once Dissertation Proposal Defense rubrics & signatures are completed (by Aug. 15)
* Ensure student submits IRB application in a timely fashion to facilitate data collection
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 | * Administrative Coordinator: Add results of Dissertation Proposal Defense revisions to master list
* Administrative Coordinator: Add dates of IRB submission & approval to master list
* Administrative Coordinator: Add Summer Institute attendance to master list
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| **Seventh Semester**Electives & Collecting Data | * Collect data according to IRB plan
* Reach out to dissertation Chair with any concerns & questions
* Email dissertation Chair progress with data collection
* Once data collection is finished, complete Data Collection Completion Form, “sign,” and get dissertation Chair’s “signature” (**required *before* registering for EDUC 780/781**)
* Email Administrative Coordinator that Data Collection Completion Form is completed
 | * Answer questions as needed
* Once notified that data collection is complete, “sign” the Data Collection Completion Form
* Ensure student completes & emails Data Collection Completion Form once data collection is complete (needed prior to registering for EDUC 780/781)
 | * Administrative Coordinator: Add date of completed Data Collection Completion Form to master list
* Administrative Coordinator: Monitor & confirm that those registered for EDUC 780/781 have Data Collection Completion Form completed
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| **Eighth Semester**EDUC 780 Research IV Statistical Analysis & CoachingEDUC 781 Research IV Dissertation | * Reach out within the first 3 weeks of the semester to schedule at least 2 meetings with dissertation Chair to discuss dissertation progress & devise schedule for drafts & feedback (EDUC 781 CO1)
* Share drafts of Ch. 4 & 5 by deadlines as scheduled with dissertation Chair (EDUC 781 CO3)
* Provide drafts of Chapters 4 & 5 **by April 1** for feedback from dissertation Chair (EDUC 781 CO4)
* Revise Chapters 1-5 based on feedback
* With dissertation Chair, schedule Final Dissertation Defense to be conducted **prior to May 1** (EDUC 781 CO4)
* Prepare finalized dissertation document; error free & provide final draft of complete dissertation to dissertation Chair & committee members at least two weeks prior to scheduled final dissertation defense (EDUC 781 CO5)
* Prepare for oral defense of dissertation
* Defend dissertation by **May 1** and complete any modifications by **May 15** (EDUC 781 CO6)

**You cannot take EDUC 790/791 unless your modifications are successfully completed to the satisfaction of committee by May 15** | * Provide feedback on Chapter 4 & 5 (specifically in terms of structure) as well as guidance on any needed revisions to other parts of dissertation
* Ensure that student incorporates feedback
* Complete EDUC 781 rubric & submit to Administrative Coordinator for EDUC 781 grade
* Ensure that student’s Final Dissertation Defense is conducted by May 1 (if timeline cannot be met establish new timeline for dissertation completion)
* Email Administrative Coordinator the Final Dissertation Defense date/ location
* Conduct student’s Final Dissertation Oral Defense & complete Final Dissertation Defense rubrics & “signatures”
* If relevant, ensure that all required modifications are completed, & complete updated Final Dissertation Defense rubrics & “signatures” are completed by May 15
* Email Administrative Coordinator &

Program Chair when Final Dissertation Defense documents are complete (must be by May 15)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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 | * Administrative Coordinator: Send Program Chair grades for EDUC 781 students
* Administrative Coordinator: Add Final Dissertation Defense date/ location to master list
* Administrative Coordinator: Add results of Final Dissertation Defense to master list
* Administrative Coordinator: Monitor & confirm that those registered for EDUC 790/791 have successfully defended dissertation
* Program Chair: Submit official grades for EDUC 781
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| **Ninth Semester**EDUC 790 Dissemination of ResearchEDUC 791 Dissertation Submission | * Present research at Summer Institute
* Ask Chair & Committee about opportunities to present or review proposals & organizations to join
* Complete the *Declaration of Dissertation Authorship & Certification of APA Format* form & send to Administrative Coordinator
* Upload dissertation to OhioLINK/ ProQuest
* Complete Ed.D. Student Exit Survey
* Give raw data to Administrative Coordinator on flash drive
* Share personal email address with Administrative Coordinator
* Have dissertation bound and printed (optional)
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 | * Provide advice on how to adapt dissertation to a professional conference presentation or publishable paper
* Suggest organizations to join & opportunities to present or review proposals
* Ensure student has completed the *Declaration of Dissertation Authorship and Certification of APA Format* form & submitted final draft of Dissertation to OhioLINK/ProQuest, completed the Ed.D. Student Exit Survey, & provided raw data on flash drive to Administrative Coordinator
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 | * Administrative Coordinator: Add date of completed *Declaration of Dissertation Authorship & Certification of APA Format* form to master list
* Administrative Coordinator: Add date of receipt of raw data to master list
* Administrative Coordinator: Add date of dissertation OHIOLINK upload to master list
* Administrative Coordinator: Add personal email to master list
* Program Chair: Send out Ed.D. Student Exit Survey
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