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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 Scholar  EDUC 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 * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * 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 * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **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 * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * 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. * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **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 * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * 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 * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Fourth Semester**  EDUC 750 Research I Literature Review  EDUC 751 Research I Dissertation  EDUC 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 * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * 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 * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Fifth Semester**  EDUC 770 Research III Research Design & Proposal Development  EDUC 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! * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * 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 * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **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 * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * 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. * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Seventh Semester**  EDUC 780 Research IV Statistical Analysis & Coaching  EDUC 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** * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * 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 * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **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 * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * 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 * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Eighth Semester**  EDUC 791  Dissertation 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) * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * 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 * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |