

**NOVA SOUTHEASTERN UNIVERSITY
DEPARTMENT OF CONFLICT RESOLUTION STUDIES
DISSERTATION PROCESS CHECKLIST**

Student Name: _____

Work Phone: _____ **Cell:** _____ **Home:** _____

Email: _____

Working Title: _____

DISSERTATION PROCESS CHECKLIST

I. Step One: Selection of Dissertation Chair and Committee Members & Enrollment into Dissertation Courses

Dissertation Term 1 CARD 7901 course; Timeline: 3 to 4 months

- Enroll into CARD 7901, the Dissertation Preparation course
- Selection of Dissertation Chair
 - An original copy of the Dissertation Chair Form must be signed and dated by the Dissertation Chair; it must then be turned into the DCRS Administrative Assistant to be eligible for enrollment into the CARD 7900 course.
 - Should you elect to change Dissertation Chairs, permission must be first acquired from your current Chair; then, have the old and new Chairs sign and date the form entitled, 'Request to Change Dissertation Committee Chair/Member'.
- Selection of Dissertation Committee
 - An original copy of the Dissertation Committee Form must be signed, dated by the Chair and Committee Members within 6 months from the start of enrollment into the CARD 7901 course.
 - The Dissertation Committee Form must then be turned into the DCRS Administrative Assistant, within 6 months of enrollment in the dissertation courses.
- Work with your Dissertation Chair and Committee to develop your proposal and dissertation writing process, including setting timelines and deadlines for critical tasks.
- After completing CARD 7901, enroll into CARD 7900, the Dissertation Course.
 - Students who have completed CARD 7901 with a 'Pass', may contact the DCRS Administrative Assistant with the signed Dissertation Chair Form.
 - Enroll into CARD 7900 under your Chair's appropriate CRN number.

II. Step Two: Development and Writing of the Dissertation Proposal

Dissertation Term 1 and 2, CARD 7901/7900: Timeline: 3 to 6 months

- Gather data for literature review (at least 10-20 articles per week)
 - Start formulating a research problem and questions
- Begin review of literature

- Categorize literature and create outline
- ❑ Compile literature review into a narrative
 - Develop a workable research purpose
 - Finalize research questions, objectives and/or hypotheses
- ❑ Meet with committee members to discuss progress of proposal
- ❑ Complete literature review
 - Determine methodology
- ❑ Compose draft proposal
- ❑ Submit to committee
- ❑ Refine proposal
- ❑ Submit finalized proposal to committee
- ❑ Await sign-off from committee
 - Make necessary changes
- ❑ Schedule and defend proposal
 - **Bring the Proposal Defense Form** with you to the defense for appropriate evaluations and signatures.
- ❑ Complete or renew CITI training.
- ❑ Develop the Institutional Review Board (IRB) profile and proposal if you are doing research with human subjects.

III. **Step Three: Development, Writing, and Defense of Dissertation**

Timeline Varies Depending on the Study and Process—Work on a Schedule with Chair

- ❑ Categorize literature and create outline
 - Give yourself at least 3 to 6 months to extend your review of the literature for the larger work of the dissertation; depending on the study, the literature review may take longer.
 - Use the time to refine the statement of the problem, research purpose and questions.
- ❑ Collecting and analyzing data (duration of data gathering and analysis varies for quantitative/qualitative/meta-analyses, etc...)
- ❑ Chapter 1: Write the Statement of the Problem, Research Purpose and Questions.
- ❑ Chapter 2: Expand the review of the literature
- ❑ Chapter 3: Expand the review of the literature on the methodology; refine the methodology.
- ❑ Chapter 4: Start data analysis and presentation
- ❑ Chapter 5: Discussion and Implications of the Study
- ❑ Submit to committee

- Timeline for feedback varies; however, allow at least 2 to 3 weeks for review of dissertation.

Refine dissertation

IV. IRB Notifications

- If you have concluded research with human subjects and data analysis, with the permission of your chair you will need to file the appropriate IRB closing report

V. Step Four: Final Defense of the Dissertation

Timeline Varies Depending on the Study and Process—Work on a Schedule with Chair

Submit finalized dissertation to committee

Await sign-off from committee

- Timeline for feedback varies; however, allow at least 2 to 3 weeks for review of dissertation before the defense.
- Make necessary changes

Schedule the defense

- Determine a date of defense with your Committee.
- **Two weeks** prior to the scheduled date of defense, send the Administrative Assistant a dissertation abstract including the dissertation title, the full committee names, date and time of defense, and the abstract.
- Students may be asked to reschedule defenses if announcement are not submitted on time; the office needs ample time to secure rooms and announce defenses.
- Contact the DCRS Administrative Assistant to schedule the defense.

Defend the dissertation

- Come prepared with a PowerPoint presentation and copies of your presentation for the Committee members and the audience.
- Bring with you the Dissertation Committee signature forms on standard bonded paper and give them to the Chair; bring as many forms as you will need dissertation copies—at least 5 copies.
- Perform revisions and send the revised draft to the committee members for final review.
- Receive from the Committee Chair the Dissertation-Proposal Defense Form with revision suggestions if applicable.

Submit completed dissertation for formatting check to Doctoral Director/DCRS Graduate Assistant.

- Provide a copy of the Dissertation Proposal/Dissertation/ACP Defense Form along with final draft for review.

Final touches

- Highly recommended: Work with a copy editor to finalize APA formatting.
- Highly recommended: Plan on saving about \$1000 for copy editing sessions and binding dissertations.
- Be sure to include the **signed**, signature pages with final manuscript sent to the printers.

VI. Post-Defense Responsibilities: Binding of Dissertation

Secure the signature of the committee members on dissertation signature forms prior to sending the books to the publisher for binding.

Submission of bound dissertations: Submit 1 bound dissertations to DCRS's Administrative Assistant.

It will be distributed to the following:

- Alvin Sherman Library
- You may choose to order additional bound copies for members of your committee.

- ❑ Register dissertation with University Microfilms International (UMI). Registration of your dissertation to the UMI service will be part of graduation requirements. There is a fee associated with the service. Contact DCRS for details on how to register.
- ❑ Work on publications from Dissertation.
- ❑ **Keep in touch and let us know of any professional achievements or job placements.**

NOTES: