

RES 990: Dissertation Project (8 credits)
Syllabus to Guide Conduct of Dissertation Project
Akamai University

Final Revision: 20 December 2013, Dr. Douglass Capogrossi

Peer Reviewed: Dr. Mary Jo Bulbrook, Dr. Mary Jo Bulbrook, Dr. Elliot Benjamin, Dr. Marena Koukis, and Dr. Christopher Johannes

Second Version: November 2012, Dr. Mary Jo Bulbrook

Original Version: May 2004, Dr. LaWanna L. Blount

This class governs the conduct of the dissertation project for doctoral-level students, in compliance with the student's approved dissertation proposal and in alignment with the policies and guidelines published by the University. The dissertation is a major undertaking that demonstrates mastery of a field of study and provides an original contribution to the field. Usually more than 100 pages long, the dissertation manuscript or major project may take any of several forms, depending upon the field of study and the expectations of faculty-in-charge. The study may be based on quantitative or qualitative research, participatory action research or a combined approach. Students have the option to use video to record experiments as evidence of interaction with subjects and proof of results has been suggested as an additional tool for original research demonstrating mastery of a unique aspect of study in certain research questions.

Duration: Doctoral students may re-enroll for this course for additional 16-week periods for no-credit as needed, with the permission of the Dissertation Committee Chairperson to a maximum time allowed for the degree.

PREREQUISITES

Completion of RES 985 Dissertation Proposal and required credits of coursework, including major core subjects and major concentrations in the fields of study, together with the research preparation coursework.

COURSE TOPICS

- Standard Requirements of a Dissertation
- Parts of a Doctoral Dissertation, Front Matter, Text and End Matter
- Writing the Introduction, or Basis for the Study, or Orientation to the Problem
- Defining the Problem Statement
- Writing the Hypotheses or Questions
- Writing the Review of the Literature (building a case for the need for the study)
- Articulating the Study Design
- Preparing Tables and Figures
- Drawing Conclusions
- Writing the Implications and Suggestions for Further Research
- Compiling the Appendices and Reference List
- Completing the Preliminary Pages or Front Matter
- Binding and Finishing Activities

COURSE OBJECTIVES

Upon completion of this course, students will have written a doctoral dissertation that contributes in a unique and mature manner to the scholarly literature in their core field of study and concentration, as approved by their doctoral committee. Upon completion of this class and the dissertation expectations, the candidate will be able to:

1. Define the problem statement.
2. Expand the review of the literature from the proposal, which includes a review of doctoral dissertation research available on the topic.
3. Design and develop clearly the appropriate methodology for the study.
4. Discuss the sample and sampling process.
5. Develop any instrumentation or interview schedules.
6. Test for reliability and validity.
7. Treat the data appropriately.
8. Drawn conclusions from the findings of the study.
9. Set out a section on further directions for research.
10. Complete all end matter.
11. Complete all front matter or preliminary pages
12. Write an approved doctoral dissertation that is ready for binding.

REQUIRED STUDY MATERIALS

Publication Style manual selected with guidance of the Dissertation Committee

Notes on Standards for Writing Theses and Dissertations, Akamai University.

<http://www.akamaiuniversity.us/NotesonStandards.pdf>

Sample Pages of Elements of Theses and Dissertations, Dr. LaWanna L. Blount, Akamai University. <http://www.akamaiuniversity.us/SamplePagesforDissertations.pdf>

Manuscript Guidelines. Akamai University

<http://www.akamaiuniversity.us/manuscriptguidelines.html>

Slade, Carole and Perrin, Robert. Form and Style, Research Papers, Reports and Theses. 13th Edition 2003. Boston: Houghton Mifflin Company. http://www.amazon.com/Form-Style-2009-Update-Card/dp/0495899585/ref=dp_ob_title_bk

Kiell E. and Newton, Rae R 2007 Surviving Your Dissertation: A Comprehensive Guide to Content and Process, Third Edition, 2007 <http://www.amazon.com/Surviving-Your-Dissertation-Comprehensive-Content/dp/1412916798>

Madsen, David. Successful Dissertations and Theses, Second Edition 1992 Jossey-Bass Publishers <http://www.amazon.com/Successful-Dissertations-Theses-Completion-Jossey-Bass/dp/1555423892>

HIGHLY RECOMMENDED STUDY MATERIALS

Williams, Joseph M. AND Colomb , Gregory G. The Craft of Argument (Writing the Thesis and Introduction to Your Dissertation)

<http://www.amazon.com/Craft-Argument-3rd-Joseph-Williams/dp/0321453271>

von Diether, Barbara The Introduction of your Doctoral Dissertation

<http://www.dissertationwriting.com/introduction-chapter-writing.shtml>

Aza, Beth. Discussing your Findings. 2012. American Psychological Association

<http://www.apa.org/gradpsych/2006/01/findings.aspx>

Nicol, Adelheid A. M. and Pexman,Penny M. Presenting Your Findings: A Practical Guide for Creating Tables 1999. American Psychological Association

<http://www.amazon.com/Presenting-Your-Findings-Practical-Creating/dp/143380705X>

Tham, Ming 2001. Dissertation Conclusions and Recommendations for Further Work, Newcastle University

<http://lorien.ncl.ac.uk/ming/dept/Tips/writing/thesis/thesis-conclude.htm>

Behrens, Laurence and Rosen, Leonard J. Writing Conclusions. 1997 New York: HarperCollins

<https://www.msu.edu/~jdowell/135/TQIC.html?pagewanted=all#anchor394506>

Institutional Review Board Policies and Procedures

<http://www.akamaiuniversity.us/IRB.html>

An Introduction to Writing (Good) Abstracts [Video]

<http://writingcenter.tamu.edu/2010/types-communication/academic-writing/an-introduction-to-writing-good-abstracts/>

OTHER RECOMMENDED MATERIALS

Extensive Bibliography of Textbooks on Conducting Research, Akamai University

<http://www.akamaiuniversity.us/BibliographyofTextbooksonConductingResearch.pdf>

NOTE: These recommended materials will change depending upon the discipline. Consult with your major professor for texts in other disciplines pertinent to your area of research.

Babbie, Earl R., Survey Research Methods, Belmont, CA: Wadsworth, (current edition).

<http://www.amazon.com/gp/search?index=books&linkCode=qs&keywords=0534002242>

Burgess, Robert G. (Ed.), Strategies of Educational Research, Philadelphia: Falmer Press,1985.

http://www.amazon.com/gp/offer-listing/1850000344/ref=tmm_pap_used_olp_0?ie=UTF8&condition=used&qid=1356567034&sr=1-1

Cresswell, John, Research Design: Qualitative, Quantitative and Mixed Method
http://www.amazon.com/Research-Design-Qualitative-Quantitative-Approaches/dp/1412965578/ref=sr_1_1?s=books&ie=UTF8&qid=1356567137&sr=1-1&keywords=Cresswell%2C+John%2C+Research+Design%3A+Qualitative%2C+Quantitative+and+Mixed+Method

Grbich, Carol New Approaches in Social Research, Sage Publications: Thousand Oaks, 2004.
<http://srmo.sagepub.com/view/new-approaches-in-social-research/SAGE.xml>

Davis, Gordon B., and Clyde A. Parker, Writing the Doctoral Dissertation: A Systematic Approach, Barrons Education Series, New York: Woodbury, Second Edition, 2012.
http://www.amazon.com/Writing-Doctoral-Dissertation-Systematic-Approach/dp/0764147870/ref=sr_1_fkmr0_1?s=books&ie=UTF8&qid=1356567612&sr=1-1-fkmr0&keywords=Davis%2C+Gordon+B.%2C+and+Clyde+A.+Parker%2C+Writing+the+Doctoral+Dissertation%3A+A+Systematic+Approach%2C+Barrons+Education+Series%2C+New+York%3A+Woodbury%2C+Second+Edition%2C+1997.

Fox, David J., The Research Process in Education, New York: Rinehart and Winston Inc., (any edition). <http://epm.sagepub.com/content/30/1/194.refs>

Kerlinger, Fred N. Foundations of Behavioral Research, New York: Holt, Rinehart and Winston, Inc., (any edition). Merriam, Sharan B., Qualitative Research and Case Study Applications in Education, San Francisco: Jossey Bass, 1998. http://www.amazon.com/Foundations-Behavioral-Research-Quantitative-Psychology/dp/0155078976/ref=sr_1_1?s=books&ie=UTF8&qid=1356567761&sr=1-1&keywords=Kerlinger%2C+Fred+N.+Foundations+of+Behavioral+Research%2C+New+York%3A+Holt%2C+Rinehart+and

OPEN ACCESS DISSERTATIONS ONLINE

ProQuest Open Access Dissertations
<http://www.proquest.com/en-US/products/dissertations/pqdt.shtml>

Open Access Dissertations UMassAmherst
http://scholarworks.umass.edu/open_access_dissertations/

University Microfilms, Ann Arbor, Michigan
<http://wwwlib.umi.com/dissertations/search>

ONLINE BOOKSTORES

Online book stores include the following located in the USA – check online bookstores or at your local college for texts in your field of study:

Akamai Bibliography of Textbooks Sellers
<http://www.akamaiuniversity.us/textbooksonline.html>

Textbooks.com *Columbia, MO*. <http://www.textbooks.com/>
Barnes & Noble.com, *Various Shipping Locations, USA*. <http://www.barnesandnoble.com/>
thriftbooks.com *Auburn, WY*. <http://www.thriftbooks.com>
Yankee Clipper Books, *Windsor, CT*. <http://yankeeclipperbooks.com/>
Wonder Book, *Frederick, MD*. <http://www.wonderbk.com/>
Aeden Stclair *Marietta, OH*. <http://www.aedenstclair.com/>
Goodwill Discount Books *North Las Vegas, NV*. <http://www.goodwillbooks.com/>
Avenue Book & Co. *Fort Wayne, IN*. <http://www.avenuebookandco.com/>
Nettextstore *Lincoln, NE*. <http://www.nebook.com/>
bookemporium *Bloomington, IN*. <http://www.bookemporium.com/>

ASSIGNMENTS

Assignment #1: Make Contact with Committee Chair

Immediately, during the first week of class, make email contact with your committee Chair. Schedule a telephone, Skype or other synchronous contact with your Committee Chair. Exchange contact information and timelines, and arrange a schedule of communications for the duration of the class. Place this schedule on your annual calendar. IMPORTANT NOTE: One mandated outcome of Assignment #1 must be the selection of the publication style manual to be used by the student in the structuring of the dissertation manuscript, be it the published guidelines of Akamai University Style Manual; The Publication Manual of the American Psychological Association, 6th Edition [ISBN: 978-1-4338-0561-5]; The Chicago Manual of Style, 16th Edition [ISBN-10: 0226104206 | ISBN-13: 978-0226104201]; or the MLA Handbook for Writers of Research Papers, 7th Edition [ISBN-10: 1603290249 | ISBN-13: 978-1603290241]. Alternative publication manuals may be selected under the advisement of the Dissertation Committee Chair.

Assignment #2: Understanding the Standard Requirements of a Dissertation

Review other dissertations in your topical field. Note how they are integrally linked and how the topical subheadings form a framework for the text. You can order dissertations online from one of the resources provided below. Download a sample dissertation from your field of study, matching your research style and related to your research concentration.

ProQuest Open Access Dissertations

<http://www.proquest.com/en-US/products/dissertations/pqdt.shtml>

Open Access Dissertations UMassAmherst

http://scholarworks.umass.edu/open_access_dissertations/

University Microfilms, Ann Arbor, Michigan

<http://wwwlib.umi.com/dissertations/search>

Review the Akamai materials regarding the standard requirements for the dissertation. Discuss the guidelines for writing dissertations with your Committee Chair to assure alliance with the University expectations.

Carefully examine the following materials:

Notes on Standards for Writing Theses and Dissertations, Akamai University.

<http://www.akamaiuniversity.us/NotesonStandards.pdf>

Sample Pages of Elements of Theses and Dissertations, Dr. LaWanna L. Blount, Akamai University. <http://www.akamaiuniversity.us/SamplePagesforDissertations.pdf>

Akamai Manuscript Guidelines

<http://www.akamaiuniversity.us/manuscriptguidelines.html>

Provide the Chair of your Committee a PDF copy of a sample dissertation attached to an email to help clarify your understanding of the style of document you expect to undertake.

Assignment #3: The Introduction-Defining the Problem Statement, Hypotheses or Research Questions

Review materials that help you better understand how to best write your Introduction, define the problem of your study, state the hypothesis or the research questions (a sample is set below).

Write a draft of your Introduction section for Chapter One. Please note that the preliminary pages should be written after the text end matter is completed. There are many ways to introduce an academic essay or assignment. Most academic writers, however, appear to do one or more of the following in their introductions:

- Establish the context, background and/or importance of the topic
- Indicate a problem, controversy or a gap in the field of study
- Define the topic or key terms
- State of the purpose of the work
- Provide an overview of the coverage and/or structure of the writing

Your Chapter One should be titled *Introduction* or *Bases for the Investigation* or *Foundations of the Problem*, or *Orientation to the Problem*, but you must gain agreement from the Chair of your Committee.

These pages must effectively set the scene for your study in a concise manner.

von Diether, Barbara The Introduction of your Doctoral Dissertation

<http://www.dissertationwriting.com/introduction-chapter-writing.shtml>

Williams, Joseph M. AND Colomb , Gregory G. The Craft of Argument (Writing the Thesis and Introduction to Your Dissertation)

<http://www.amazon.com/Craft-Argument-3rd-Joseph-Williams/dp/0321453271>

Assignment #4: Writing the Review of the Literature -Supporting the Need for the Study

The Review of Literature comprises the bulk of Chapter One and is perhaps one of the most important chapter in your dissertation. Following the Introduction section, Chapter one must identify, describe, evaluate, and summarize the current scholarly information in your field. In doing so, it presents and analyzes the empirical and theoretical sources covering your variables. Further, it demonstrates your mastery and understanding of your chosen field, a necessary component of all doctor degree programs.

Please understand that doing a thorough Review of Literature takes time. Each book, journal article, dissertation, or website must be read, re-read and reviewed for ideas that are important to your project. You must identify how each bit of literature can support your work, and you must be clear of the importance of each. As stated by the Academic Research Group:

The biggest reason why so many doctoral candidates have trouble completing their dissertation is because they get mired in the literature review process. There is so much literature out there it seems like an endless swamp. It all starts to look the same, and many people have a very hard time determining just where to start. Even when one does get started the problem of how to keep track of everything comes up.

Hofstee, Erik. Constructing a Good Dissertation: Preparing the Literature Review. 2006

http://ixion.cput.ac.za/library_2/library_pdf/literature_review.pdf

Assignment #5: Articulating the Study Design

The Design of the Study is most likely Chapter Two and in this chapter you discuss in detail all the basic components of the research design and the procedures in collecting and analyzing the data utilized in your study.

You begin with a clear and complete Statement of the Problem that you have investigated, write your hypotheses or the basic request questions and your definition of terms. The instrumentation section is comprised of the development of the instrument and sample items can be included in the text of the chapter. The complete instrument with the directions for completion is included in the Appendix.

References can be made to the instrument and footnoted. Your instrument should be titled, and the first time you refer to it in the text, you state the complete name. For example, all further references you can use the initials of each word of the title, for example, “Leadership Action Questionnaire” and state “hereafter referred to as the LAQ”. It is more common now to use the form, “Leadership Action Questionnaire” (LAQ). You also describe how the instrument was tested for validity and reliability and specifically state what modifications were made after the testing process.

You describe your population and sample, the collection of data and how the data were treated. Also, you discuss the conditions affecting the data interpretation. If you have qualitative data or

use data that already exists, from books, journals, or reports, you must discuss these sources as sources of data instead of the Instrumentation section, if appropriate to do so.

Present the plan of study and arrange for conducting the research. If working with people include ethical guidelines and receive the Approval Form from the Akamai Institutional Review Board. As appropriate, run test subjects through, look at the results, toss bad questions out and perhaps develop new ones. Review the results of initial trials with your committee, making appropriate changes, and then conducting the actual application.

You then summarize the chapter and point to what is included. Send your draft Chapter Two to your committee members by email attachment for feedback. Then, working from the suggestions, improve your Chapter until it is of a satisfactory standard. If requested by members of your Akamai Dissertation Committee, make the modifications and resend to mentors for final approval or other suggestions.

How to Write a Good Research Methodology and Gather Your Data

<http://www.reference.com/motif/business/how-to-write-a-good-research-methodology>

Institutional Review Board Policies and Procedures

This webpage provides instructions for students and faculty on gaining approval for conducting research with human subjects and live animals.

<http://www.akamaiuniversity.us/IRB.html>

Assignment #6: Discussing Your Findings- Preparing Tables and Figures

This chapter may be titled the Analyses of hr Data or Discussion of the Findings. This chapter contains the tables and charts of the organization of the data. The tables are used to illustrate and summarize the data.

“Notes on Standards for Writing Theses and Dissertations” on pages 8 and 9 helps clarify the appropriate layout for tables. If you have problems with setting up tables let your instructor know as we have material on constructing tables. APA has a complete section on using tables and charts.

Present the findings from the study referring to the tables by number and title. This is not the place to draw conclusions from your study. You will find help from the literature below. Send a draft of this chapter to your Committee Chair by email attachment for feedback, and then revise, as advised, incorporating suggestions of your committee members.

Aza, Beth. Discussing your Findings. 2012. American Psychological Association

<http://www.apa.org/gradpsych/2006/01/findings.aspx>

Nicol, Adelheid A. M. and Pexman, Penny M. Presenting Your Findings: A Practical Guide for Creating Tables 1999. American Psychological Association

<http://www.amazon.com/Presenting-Your-Findings-Practical-Creating/dp/143380705X>

Assignment #7: Summary, Conclusion, and Recommendations

The final Chapter is titled Summary, Conclusion, and Recommendations. In this chapter you review the background and conceptual framework of the study, the methodology, and the analyses to link the parts of the study to the research problem. Then state the conclusions of your study and make generalizations, draw out implications and make recommendations. Also, state the recommendations/ directions for further research. You are to clearly distinguish between the conclusions, the generalizations, implications and/or recommendations by subheadings in this chapter.

Write a draft and send to your Committee members by email attachment for feedback. Revise the chapter, incorporating the suggestions of your committee members for final submission.

Tham, Ming 2001. Dissertation Conclusions and Recommendations, Newcastle University
<http://lorien.ncl.ac.uk/ming/dept/Tips/writing/thesis/thesis-conclude.htm>

Behrens, Laurence and Rosen, Leonard J. Writing Conclusions. 1997. New York: Harper Collins
<https://www.msu.edu/~jdowell/135/TQIC.html?pagewanted=all#anchor394506>

Assignment #8: Compiling the Appendices and Reference List, and End Matter

This is the End Matter section of your dissertation. In this assignment you will write your Reference List, as consistent with the APA, MLA, or Chicago Style using the style suggested by your Dissertation Committee Chair. Consistency of style throughout the text in referencing is an important part of your dissertation. What is most important is that the Reference List is consistent with one style throughout.

Organize your Appendices which you should have done as you were working through the Chapters Two, Three and Four. See your handout on “Notes on “Standards for Writing Theses and Dissertations” on pages 6, and 7, Appendices. Organize your appendices, with half title pages between each and titles of Appendix A... etc. Check to see that these materials, which are, referred to in the text state the correct page. On the very last page of the dissertation/thesis you place a short biographical sketch, of one-two paragraphs. The biographical sketch consists of a concise statement of where you work, other degrees held, other universities attended, professional associations affiliated with, and your major and minor area of study. Send your Reference List and Appendices to your mentors for review and feedback. Work on those suggestions for your final submission.

Sample Pages of Elements of Theses and Dissertations, Dr. LaWanna L. Blount, Akamai University. <http://www.akamaiuniversity.us/SamplePagesforDissertations.pdf>

Manuscript Guidelines. Akamai University
<http://www.akamaiuniversity.us/manuscriptguidelines.html>

Assignment #9: Completing the Preliminary Pages or Front Matter

In this assignment, you will now complete your Front Matter or Preliminary pages and place them in the correct order in your Thesis or Dissertation. The Preliminaries include the following components: abstract; human subject approval form (if necessary), title page, copyright page, table of contents, lists of tables and figures. See the instructions for formatting on pages 3-5 of the handout “Notes On Standards For Writing Theses and Dissertations” and “Sample Pages “14-25 and the Manuscript Guidelines. Should there be conflicting information, students are directed to comply with the published Manuscript Guidelines.

Follow the instructions on the above-cited pages carefully. When you have completed this task, send the Front Matter to your mentors for comment and feedback. Incorporate the suggestions and re-send to be approved. Finally, after the preliminary pages have been approved, paginate them and paginate the total dissertation, according to the University guidelines. Now proof the total thesis/dissertation and resend to your mentors. The members of your Committee, must approve the final version on your dissertation.

You are now ready to send your dissertation to the University headquarters in Hawaii and wait for approval and the finishing activities, which include binding of the dissertation, signing of the abstract by the Committee Chair and sending of the completed Degree Record Form. Arrange with the members of your Committee to receive a hard copy of your final dissertation. It is your choice whether to send a bound copy to your committee members. However, one bound copy is to be sent to head office.

Sample Pages of Elements of Theses and Dissertations, Dr. LaWanna L. Blount, Akamai University. <http://www.akamaiuniversity.us/SamplePagesforDissertations.pdf>

Manuscript Guidelines. Akamai University
<http://www.akamaiuniversity.us/manuscriptguidelines.html>

Assignment #10: Assuring Compliance with University Manuscript Guidelines

The preparation of the final dissertation or thesis manuscript is meant to be a precise process identical to the preparation of any publishable quality manuscript. While the content of a dissertation or thesis is the prerogative of the student and Doctoral Committee, the University establishes the mandated format for final submission. To assure top quality in all documents, the University has standardized the sequence and style of presentation of the final manuscript. The following document online explains in full the University requirements.

Akamai University Manuscript Guidelines
<http://www.akamaiuniversity.us/manuscriptguidelines.html>

Assignment #11: Binding and Finishing Activities

As a degree expectation, the doctoral candidate must arrange for an official copy of the thesis or dissertation to be submitted to the University archival library in Hawaii. The manuscript must be bound using Class-A, archival library quality binding. The paper should be of archival quality acid free and may be letter or A4 size, uniform throughout. Binding of the manuscript shall be black buckram hard-back binding with gold lettering. It is required that the spine of the bound manuscript show in gold lettering the name of the author, the degree, and the year of completion. Gold lettering on the front cover is not required and is left to the discretion of the graduate.

Guidelines for Binding the Dissertation Manuscript

<http://www.akamaiuniversity.us/BinderyandFinishingActivities.html>

CLASS GRADING

For this class, grading will be Pass-Fail based on the following assessments:

Assignment #1: Making Contact with Committee Chair

Assignment #2: Understanding the Standard Requirements of a Dissertation

Assignment #3: The Introduction-Defining Problem Statement, Hypotheses /Research Questions

Assignment #4: Writing the Review of the Literature -Supporting the Need for the Study

Assignment #5: Articulating the Study Design

Assignment #6: Discussing Your Findings- Preparing Tables and Figures

Assignment #7: Summary, Conclusion, and Recommendations

Assignment #8: Compiling the Appendices and Reference List, and End Matter

Assignment #9: Completing the Preliminary Pages or Front Matter

Assignment #10: Assuring Compliance with University Manuscript Guidelines

Assignment #11: Binding and Finishing Activities

Grade Calculation

Faculty should use the following scores for each assignment and for the course grade report:

- ✚ Pass.....equivalent to B or above
- ✚ Pass with Distinction equivalent to grade of A
- ✚ Not Pass with instructions for alternative pass option...indicated the student must recomplete the assignment or the class and satisfy the written expectations of the faculty-in-charge

NOTES:

Draft Review of Chapter One, Introduction and Review of the Literature, grade is based on how well the Introduction is setting the scene for the investigation, the quality and comprehensiveness of Literature Review, inclusion and clarity of doctoral dissertation research linkage in building the case for the study. Student grade is based on the implementation of suggestions provided by Mentors to modify and/or expand chapter text. Chapter Two or Three, Design of the Study, Student Grade based on how well the draft manuscript comprises a discussion of the components of the design and methodology and the extent to which the student incorporates the suggestions

of the mentors after the first draft. For Chapter Three, Analysis of The Data, the student grade is based on how well tables, charts are constructed, titled and numbered, and are self-explanatory. Also, discussion of tables in text is completed without having to read the tables. Student grade is also based on the extent to which the student incorporates the suggestions of the mentors after the first draft. Chapter Four, Summary and Conclusions is next. Student grade is based on how well summary is drawn out and conclusions are formulated and chapter is concluded and implications or recommendations and /or further research are written. Grade is also based on the extent to which student incorporates the suggestions and modifications of the mentors. End Matter of Dissertation follows. Student grade based on consistency of referencing style, appendices and total formatting of end matter. For the Preliminary Pages, the student grade is based on how well student has followed directions in formatting the front matter section and all components are included in the front matter and front matter and text section paging is correct.

SUGGESTED COURSE TIMELINE

Doctoral students may re-enroll for this course for additional 16-week periods for no-credit as needed, with the permission of the Dissertation Committee Chairperson to a maximum time allowed for the degree. The following timeline reflects the suggested maximum timeframe for completion of the assignments. Extension of the timeline is under the control of the Committee Chair, within the maximum timeline allowed for completion of the doctoral degree.

Assignment #1: Should be completed within the first two weeks of the class.

Assignment #2: Allow maximum of two months for completion of this assignment

Assignment #3: Allow maximum of three months for completion of this assignment

Assignment #4: Allow maximum of three months for completion of this assignment

Assignment #5: Allow maximum of three months for completion of this assignment

Assignment #6: Allow maximum of three months for completion of this assignment

Assignment #7: Allow maximum of three months for completion of this assignment

Assignment #8: Allow maximum of two months for completion of this assignment

Assignment #9: Allow maximum of two months for completion of this assignment

Assignment #10: Allow maximum of two months for completion of this assignment

Assignment #11: Allow maximum of two months for completion of this assignment

FACULTY-STUDENT COMMUNICATIONS

Telephone Contacts Candidates will contact their Primary Mentor within one week of the enrollment of the course. This initial contact will help permit the transmission of clear expectations for completion of course requirements. Periodic telephone interaction required course materials, mailings, and postage to be at student's expense throughout the duration of the course.

Email Communication

Frequent email communication between student and mentors should be initiated and sustained for the duration of the course.

Alternative Communications

Candidates may initiate and send communications or materials via postal service as appropriate.

CONTACT INFORMATION OF COMMITTEE MEMBERS

This information will be provided to the student by the Committee Chair at the beginning of the Degree Program or may be obtained through contact with the University headquarters.