

PLANNING GUIDE FOR DISSERTATION

During First Year:

- _____ **Research and read about topic areas of interest.**
 - Keep papers that you have written and for which you would like to expand your research
 - Attend conferences and keep information about subjects that you would like to research
 - Network with colleagues and other people in the field to establish contacts for future research
- _____ **Peruse dissertations in the UW library for scope of paper and subject ideas**

During Second Year:

- _____ **Continue correspondence with research contacts**
- _____ **Meet with committee chair to develop preliminary topic idea and general title**
- _____ **Begin preliminary collection of data and reference materials**

During Third Year:

- _____ **Register dissertation title with DDM Online: www.chmtl.indiana.edu/ddm**
- _____ **Create abstract and general chapter outline of dissertation for approval by committee chair**

Six months prior to final examination:

- _____ **Download Graduate School dissertation style manual:**
<http://www.grad.washington.edu/stsv/stylman/00stylman.htm>
- _____ **Download Graduate School dissertation template:**
<http://www.grad.washington.edu/stsv/stylman/00thesistempl.htm>
- _____ **Begin writing preliminary drafts of dissertation**
 - Odegaard Library has a writing center to assist students in their dissertations
- _____ **Choose colleague as a reader and give them portions of your writing to evaluate, discuss and edit**

_____ **Meet with committee chair with a sample of your dissertation for evaluation and suggestions**

_____ **Set preliminary defense examination date and contact your committee**

- Exams must be **no later** than four weeks before the last day of instruction for the quarter
- For Spring, exams will only be allowed the first or second week of the quarter due to commencement registration deadlines
 - ⇒ Must submit dissertation title and application for inclusion in the commencement program by the second Friday of April

Nine weeks prior to final examination:

_____ **Submit completed dissertation draft to committee chair**

- Schedule a meeting to go over the dissertation one week after submitting it.
- Continue working on revisions and supplementary research during this time
- Resubmit requested revised chapters

Seven weeks prior to final examination:

_____ **Submit dissertation draft to graduate school for preliminary review**

- A safe and secure thesis/dissertation drop box is available in G-1 Communications Bldg., Monday-Friday, 8:00 a.m. – 4:45 p.m. Please prepare an unbound, clean copy (free of other notes or revisions) printed in the same format you intend the final version to be in. (Do not try to save paper by printing double-sided unless your document is formatted for the double-sided option!)

Please submit the following:

1. Un-numbered pages: Title Page through the Abstract
2. Preliminary pages: Table of Contents through the Dedication.
3. Text: At the very least some sample text, all chapter headings, figures and tables.
4. Final Pages: List of References/Bibliography, and Appendices

Things to remember and check:

1. Correctly formatted page numbers: One of the things we check for is missing pages and pagination correspondence between the text, Table of Contents and the List of Figures/Tables.
2. Please get your signature page checked **BEFORE** you collect committee signatures! Feel free to e-mail your signature pages as an attachment to studentservices@grad.washington.edu, drop by our office, or FAX (206-685-3234) this single sheet to us for a formatting check at any time.
- Questions about style and policy: studentservices@grad.washington.edu

Five weeks prior to final examination:

_____ **Schedule examination time once given approval by committee chair**

Contact Becky McGee in the music office to reserve a room for the exam

- Reserve the room for 3 hours (30 minutes before exam time, two hours for the exam and 30 minutes for deliberation by the committee)
- Fishbowl is usually used

_____ **Submit dissertation draft to committee for reading**

Four weeks prior to final examination:

_____ **Contact members of the committee to ask if they have any questions or concerns and request a meeting, if needed**

Three weeks prior to final examination:

_____ **Submit application for final examination to graduate school**

- Obtain application from Brenda Banks and contact your committee. They may respond to Brenda via email for approval.
- You may also collect signatures from your committee and submit the application to the graduate school

_____ **Invite colleagues, professors and community members to final examination**

One week prior to final examination:

_____ **Obtain graduate school warrant from Brenda Banks to bring to examination**

_____ **Email reminder of exam date, time and location to the committee**

Day of final examination:

_____ **Bring copies of your dissertation for your committee and yourself**

_____ **Bring any supplemental material about your subject, such as recordings, manuscripts or original correspondence**

Exam Procedure:

You will be asked to present your topic for approximately 45 minutes

- What is the thesis statement of your writing?
⇒ Over-arching concept and focus

- What was your research process?
- What are some of the new findings in this subject area?
⇒ Are there other scholars working in this area?
- Where there any challenges in obtaining research?

The committee will then ask questions for approximately one hour

You will be asked to step out of the room

- The committee will discuss the examination and make a decision
- You will be asked back into the room
 - ⇒ If the dissertation is accepted, you will sign the waiver and discuss any final revisions that the committee feels are needed before submission
 - ⇒ If the dissertation is not accepted, you will discuss the revisions and additional research and re-formatting needed for approval and schedule a meeting with Dr. Boers.

After the Examination:

_____ **Make appointment with the graduate school for final submission of your dissertation**

_____ **Send thank you emails and cards to your committee, those who read and edited your dissertation and other who helped with research**

_____ **Request additional bound copies, if needed**

- From Communications Copy Center, B-042