**Thesis & Dissertation Flowchart** **TIME**

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|  | **Prior to 1st**  **Registration** | **1st Registration/**  **Proposal Stage\*** | **Read**  **Period**  **(2wks)** | **Proposal**  **Meeting** | **Post-Proposal** | **2nd Registration\*/**  **Data collection,**  **analysis, write-up** | **Read**  **Period**  **(2wks)** | **Final Defense**  **Meeting** | **Post-Defense Process** |
| **Student** | -Select chair  -Topic/RQs  -Select  committee w/chair input and send committee form to Dept. Chair | -MA Register 5983 (1x)  -PhD Register 6983 (2x)  -Write Proposal per program guidelines  -Prepare IRB/IACUC materials  (application, RCR, approval letters)  -Meet with chair ongoing | -Prep  Pre-senta-tion  -Prep  10 pg  Pro-spectus for Grad School | -10 min  Present  -Bring  Prospectus  Cover  Sheet (PCS) | -make any IRB/IACUC revisions  -submit to IRB/IACUC to Cayuse System  -submit PCS and 10-page Prospectus to  Grad School  -work w/chair on additional IRB/IACUC changes | \*\*\*\**You may not register until you receive this*  -MA Register 5993(1x)  -PhD Register 6993(2x)  -Collect/analyze data  -Write remainder of thesis or dissertation  -Do revisions from proposal defense  -Notify dept. chair and committee members if change to committee  -Schedule defense | -Prep  Pre-senta-tion for final defense | -12-15 min  Presenta-tion  -Bring  Cert. of  Completion  For Thesis/  Dissertation | -File IRB/IACUC documents  -Make edits from committee, grad reader, & format reader  - Upload documents to Vireo |
| **Graduate School** |  | Holds committee approval on file |  |  | Approves Pro-spectus, files  PCS; *Sends approval letter\*\*\*\** |  |  |  | -Grad reader  -Format  Reader  -Checklist for graduation |
| **IRB/IACUC** |  |  |  |  | Reviews application; approval to student, chair, & Grad School |  |  |  | Closes study file after getting paperwork |
| **Committee**  **Chair** | -Assist with process  -Select committee w/student | -review and edit drafts of proposal  -review and edit drafts of IRB/IACUC application  -assist with process | -assist  w/prep of pre-senta-tion &  pro-  spectus | -run  proposal  meeting  - take notes on  changes  -sign PCS | -work w/student on IRB/IACUC changes  -assure paperwork is at Grad School | -review and edit drafts of full thesis/dissertation  -assist with process | -assist  w/prep of pre-senta-tion | -run final defense  meeting  -take notes on changes  -sign Cert. of Compl. | -check edits  -assist with process |
| **Dept.**  **Chair** | Approves committee;  memo to Grad School |  | Reads  Pro-  posal |  | Reviews/signs IRB/IACUC application  -signs PCS | -If changes to committee, approves and sends memo to Grad School | Reads  Final  Thesis /Diss | -signs  Cert. of Completion |  |
| **Committee**  **Members** |  |  | Reads  Pro-posal  Completes Rubric | -Provides feedback  -sign PCS |  |  | Reads full  Thesis /Diss  Completes Rubric | -Feedback  -signs Cert. of Completion |  |

**CHECKLIST for STUDENTS**

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| 1. **Prior to First Registration for Thesis or Dissertation** | |
| 1. Meet with Prospective Core Faculty member who will chair your work |  |
| * + 1. Discuss general topic/broad research questions | □ |
| * + 1. Plan on a process for your work together, including expectations and timelines | □ |
| * + 1. Check to see if your chair has Full Graduate Faculty Status: <https://www.twu.edu/gradschool/faculty/graduate-faculty/>   If not, your chair must have Associate Graduate Faculty Status and you need a Co-Chair who is Full Graduate Faculty | □ |
| * + 1. Work with your chair to decide who your other committee members will be. A thesis or dissertation needs 3 people (chair + 2 members, the chair or co-chair must be Core Faculty). | □ |
| * + 1. Contact and confirm committee members. | □ |
| * + 1. If you have a committee member who does not have TWU graduate faculty status, provide a CV for the outside member and a rationale for their participation to the Department Chair for initial approval and cc your chair. | □ |
| * 1. Send committee form, including any additional documentation if needed, to Department Chair who will send this on the Graduate school for approval. When your committee is approved by the Grad School, you can move to the next step. | □ |
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| 1. **First Registration for Thesis/Dissertation - Proposal Stage** | |
| 1. Register for the appropriate course with your thesis or dissertation chair. For Masters students, this is PSY 5983. Registration is for one semester. For Ph.D. students, this is PSY 6983; two semesters are required. | □ |
| 1. With guidance and review from your chair, write the proposal for your thesis or dissertation in accordance with your program’s guidelines. Start formatting right away. | □ |
| 1. With guidance and review from your chair, write your IRB/IACUC application, but do not send it in yet 2. Complete your RCR; get your chair’s RCR as well 3. If you need approval letters from organizations to collect data, obtain these. | □ |
| 1. Once your chair has determined that your proposal is ready for the committee, contact your committee members to set up a date and time for your proposal defense. Committee members must have a minimum of 2 weeks to review your proposal. Ask each member if a hard copy or electronic copy of your document is preferred. | □ |
| 1. At the same time that you send copies to your committee, send an electronic copy to the Department Chair along with the timing for your proposal date. | □ |
| 1. While your committee and Department Chair are reading, prepare your proposal presentation 2. Work in conjunction with your chair 3. Paperwork to bring to the proposal meeting: Prospectus Cover Sheet <https://twu.edu/gradschool/forms/> | □ |
| 1. Prepare a draft of your 10 page Prospectus for the Graduate School, but do not send it in yet. | □ |
| 1. Participate in your Proposal Meeting. This will be an hour long. Your chair will structure the process. You will present for 10-12 minutes and then respond to questions and/or changes desired by the committee. Your chair will keep track of these. Assuming all goes well, the committee members and your chair will sign your Prospectus Cover Sheet. | □ |
| 1. Make any edits to your 10-page Prospectus needed following the proposal defense | □ |
| 1. Make any edits to your IRB/IACUC application needed following the proposal defense in the Cayuse System | □ |
| 1. Provide your proposal & prospectus to the Department Chair who will review and then sign off on your Prospectus Cover Sheet | □ |
| 1. Send all required materials to the Graduate School: See the Prospectus Formatting & Submission Guide at <https://twu.edu/gradschool/current-students/thesis-and-dissertation/> | □ |
| 1. WAIT. When the IRB/IACUC approves your study, they will let you, your chair, and the Graduate School know. *However, you cannot collect data yet*. | □ |
| 1. *When and only when you receive a letter from the Graduate School* saying that all your materials are in order and granting you permission to collect your data, you may proceed | □ |
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| 1. **Second Registration for Thesis/Dissertation – Data Collection & Write Up Stage** | |
| 1. Register for the appropriate course with your thesis or dissertation chair. For Masters students, this is PSY 5993. Registration is for one semester. For Ph.D. students, this is PSY 6993; two semesters are required. | □ |
| 1. Collect your data | □ |
| 1. Analyze your data | □ |
| 1. With guidance and review from your chair, revise proposal components of your thesis or dissertation as per proposal feedback. | □ |
| 1. With guidance and review from your chair, write remainder of your thesis or dissertation | □ |
| 1. *If there has been ANY change to your committee membership, inform the Department Chair, your thesis or dissertation chair(s) and all remaining committee members of this change. You will need to wait until this change is approved by the Department Chair in order to proceed*. | □ |
| 1. Once your chair has determined that your final thesis/dissertation document is ready for the committee, contact your committee members to set up a date and time for your final defense. Committee members must have a minimum of 2 weeks to review your work. Ask each member if a hard copy or electronic copy of your document is preferred. | □ |
| 1. At the same time that you send copies to your committee, send an electronic copy to the Department Chair along with the timing of your final defense meeting. | □ |
| 1. While your committee and the Department Chair are reading, prepare your final presentation   1. Work in conjunction with your chair  2. Paperwork to bring to the final defense meeting: Certificate of Completion for Thesis/Dissertation. This is available at: <https://twu.edu/gradschool/current-students/thesis-and-dissertation/> | □ |
| 1. Participate in your Defense Meeting. The meeting will be 60-90 minutes long, depending on your program. Your chair will structure the process. You will present for approximately 12-15 minutes and then respond to questions and/or changes desired by the committee. Your chair will keep track of these. Assuming all goes well, the committee members and your chair will sign your Certificate of Completion | □ |
| 1. Get Department Chair to sign off on your Certificate of Completion | □ |
| 1. File any required concluding documentation with IRB/IACUC to wrap up your study. | □ |
| 1. Make any edits to your thesis/dissertation needed based on committee feedback following the defense | □ |
| 1. Upload your corrected thesis or dissertation to the Vireo system at the Graduate School. See “How to Submit to Vireo” at <https://twu.edu/gradschool/current-students/thesis-and-dissertation/> | □ |
| 1. You will get edits from the Graduate Reader; make those edits as required. | □ |
| 1. Once the Graduate Reader edits are done, your document will move to the Formatting reader; make any edits as required | □ |
| 1. Complete any additional graduation paperwork as needed. See information at: <https://catalog.twu.edu/graduate/graduate-school/academic-information/information-graduating-students/> | □ |

* The semester requirements (2 for thesis; 4 for dissertation) are expected. If extenuating circumstances require additional time, students must meet with their committee chair to agree upon a timeline for completion, additional registration for the course, and any additional paperwork required.
* Prospectus must be submitted no later than the semester before graduation
* All thesis and dissertation products are now submitted electronically.
* For Doctoral students who complete their dissertations prior to the last semester of Internship: Upload all documents but DO NOT HIT SUBMIT until the semester you finish internship (typically summer).

**THESIS/DISSERTATION PROPOSAL and FINAL DEFENSE EVALUATION RUBRIC**

Committee Member Name: Date: Product: Proposal □

Student Name: Research Chair Name: Final Defense □

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|  | **Circle Your Evaluation** | **OPTIONAL: Provide summary feedback on the first 4 content areas for the Proposal Defense**  **and all 6 content areas for the Final Defense.** |
| 1 | Format, style, punctuation, grammar, clarity of writing A B C |  |
| 2 | Introduction A B C |  |
| 3 | Literature Review A B C |  |
| 4 | Methods A B C |  |
| 5 | Results A B C |  |
| 6 | Discussion A B C |  |

**Procedure**: In all cases, 2 days prior to defense, send a copy to the student’s research chair and to the Department Chair. If any committee member has marked any section of paper “C” the defense is cancelled. If the defense is cancelled, the student will receive feedback from all committee members and will work with her/his research chair to improve the product and re-schedule. A student may only defend when all sections have been rated at the A or B level.

**RUBRIC for EVALUATING THESIS and DISSERTATION PRODUCTS**

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|  | **A –Excellent; the ideal to strive for** | **B – Pass; Needs improvement** | **C – Unwilling to Sign/Cancel Defense** |
| **Introduction** | Makes a clear case for the significance of the problem, contextualizes the study, and provides a cogent introduction to its basic components. Demonstrates how the work will make an original contribution. | Topic is evident but could be better defined; may be too narrow or broad to achieve goals. May drift in focus. Support provided for significance and/or context needs improvement. | Does not provide the necessary description to understand the goals, scope, and implications of the study. Study rationale is not coherently developed. The introduction does not provide sufficient evidence to support and justify the need for the study, or does not sufficiently introduce the study’s components. |
| **Literature Review** | The chapter situates the study in the context of previous research, presents a critical synthesis of the literature according to relevant themes, or variables, justifies how the study addresses a gap or problem in the literature, and outlines the theoretical or conceptual framework of the study where appropriate. Uses relevant sources. | Sources are interrelated but may not be sufficient to clearly or fully address a question; some attempt to connect sources, but integration needs improvement. May include too much or too little detail for easy understanding. Missed some empirical findings, resources, models and/or theories which may be relevant. | The literature review is incomplete and provides partial coverage with limited use of relevant studies. Critical gaps in the review evident. The review lacks synthesis of the literature, logical organization, or rationale for study addressing gap in literature. May have used inappropriate sources. |
| **Methods** | The chapter situates the study in a particular methodological tradition, provides a rationale for that approach, clearly describes the research setting and sample, and clearly describes data collection and analysis methods, including validity and ethics issues. Analyses are appropriate and accurate. | Identifies appropriate methodologies and research techniques but some details may be missing or vague. Descriptions of instruments, procedures, sampling or other relevant components may be of variable quality/need improvement. | The chapter lacks rationale for methodological approach. Descriptions of sample and setting are insufficient, and plans for research methods are inappropriate or unclear. Does not reflect adequate data collection. |
| **Results** | The chapter organizes and reports the study’s main results/findings, including the clear presentation of relevant quantitative (statistical) and /or qualitative (narrative) data. Data displays described and integrated. Basic conclusions drawn from analyses are accurate and logical. | The results section is under--developed. Data displays are only partially integrated (e.g. not described in text). Some analyses may not be fully contextualized or justified. Conclusions drawn from results may not be consistently accurate. | The results/findings of the study are not clearly or sufficiently discussed with appropriate data. Findings are poorly organized and analyses are missing, not appropriate, or are inaccurate. Data displays are not integrated or described. Basic conclusions drawn from analyses are inaccurate. |
| **Discussion** | The chapter clearly interprets and discusses the results in light of the study’s research questions, literature reviewed, and conceptual framework. Concludes with relevant recommendations for theory, practice, research, and/or policy and training that are grounded in the results/findings. Appropriately addresses limitations and strengths of the investigation. | The integration of the findings within the extant literature is somewhat superficial or partially complete. Inconsistency in justifications for the strengths, weaknesses, and limitations of the current study. Implications are superficial or inconsistently addressed. | The discussion, conclusions and recommendations are not clearly explained or substantiated by the results/findings. The connections to the purpose of the study and relevance to the existing body of knowledge are not clear. Study implications are not accurately articulated and limitations are not sufficiently acknowledged. |
| **Format, style, punctuation, grammar, clarity of writing** | The style and format conform to APA style and TWU Graduate School format requirements. Communicates essential information with clarity, precision, and coherence. Writing is well-organized with appropriate transitions and logical flow for a coherent argument. Error-free.  \*Responsive to prior feedback\* - All sections | While the manuscript communicates most or some ideas adequately, several sections may lack clarity. The manuscript contains some format, punctuation, spelling, and grammatical errors.  \*Partially responsive to prior feedback\* -All sections. | Product fails to follow APA and/or TWU Graduate School format. Product is not well organized. The transitions and logical flow are poorly developed and prevent the reader from following the argument. Copious grammar, spelling, punctuation and format errors.  \*Unresponsive to prior feedback\* - All sections |