

**A GUIDE TO
DISSERTATION PROPOSAL, PREPARATION,
AND DEFENSE**

**DOCTORAL PROGRAM IN CLINICAL PSYCHOLOGY
DEPARTMENT OF PSYCHOLOGY
XAVIER UNIVERSITY**

Last Revised–October, 2005

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I. From Idea to Data Collection

The dissertation project required of candidates for Xavier University's Doctor of Psychology (Psy.D.) degree serves as one of the culminating or “capstone” educational experiences toward the doctoral degree. The dissertation is a research project that generally involves an empirical investigation of a specific question within the field of psychology. The common theme to all dissertations is to expand the student's understanding of the knowledge base of psychology, as well as scholarly competence and knowledge of research design and analysis. The project results from one-on-one collaboration with a Xavier University Department of Psychology faculty member, the Dissertation Chair.

In general, the dissertation process involves seven steps (see Appendix A for summary of Dissertation process with estimated timeline):

- (1) the prospectus, which is a short document (2-3 pages) used as an organizing tool that represents the initial ideas about the study;
- (2) the dissertation proposal, which is a written document that contains an extensive literature review and a research plan;
- (3) the proposal meeting with the dissertation committee;
- (4) the proposal revision which is completed, signed by the Dissertation Chair and submitted to the Department Chair prior to applications for internship;
- (5) the final dissertation manuscript written in APA manuscript style
- (6) the dissertation defense meeting with the dissertation committee;
- (7) the bound dissertation which contains the revised proposal, the final dissertation manuscript (appropriately revised), and all relevant materials (e.g., appendices).

Dissertation projects vary substantially, so it is difficult to describe procedures that apply to all students. This handbook is designed to give pertinent information regarding the dissertation process and should be considered only as a guide.

A. Where To Begin

Upon entering the doctoral program, every student is assigned a faculty advisor. The faculty advisor can be a resource for research ideas and students are encouraged to discuss research ideas or areas of interest with him or her. The advisor may help the student continue to develop the dissertation project (at which point the advisor becomes the Dissertation Chair), or the faculty advisor may direct the student to a faculty member who has interest or experience in the student's area of interest. Students typically find the dissertation project more rewarding if they choose an advisor whose interests lie within the area of the dissertation topic (e.g., an area in which the advisor has published or an area in which the advisor practices). The Dissertation Chair must be a full-time faculty member in the Department of Psychology at Xavier.

B. Prospectus/Deadline to Select Dissertation Chair

A prospectus is a short document (2-3 pages) that is used as an initial organizing tool to represent the ideas about the study. It should include (but not necessarily be limited to) the following:

- (1) Why the student wants to pursue research in this area;
- (2) the key constructs in the study;
- (3) broad relevant domains in the literature;
- (4) a statement of research expectations (similar to hypotheses, but not quite so formal)

The particular information requested for the prospectus may vary by faculty member. By the end of the Fall Semester of the third year, specifically the first Friday in December, students must have a prospectus for their dissertation accepted by a faculty member who is willing to chair the dissertation. The Department Chair will officially appoint the Dissertation Chair, after receiving from the student a copy of the prospectus signed by the faculty member. The appointment of a Dissertation Chair must occur by the December date in order for the student to attend classes in the Spring semester. (A student who does not

have a Dissertation Chair by this December date will need to remain registered in the program by taking Continuous Major Research, PSYC 790 (3 credit hours) during the Spring semester of the 3rd year, but cannot take any other courses or further advance toward the final degree (i.e., cannot take the CCE).

C. Role of the Dissertation Chair

The Dissertation Chair's task is to provide direction for the dissertation project. This typically involves meeting with the student to develop the idea for the project and reading drafts of the written proposal. The Chair can be expected to provide feedback on all aspects of the written documents including: grammar and clarity of writing; organization of the literature review; thoroughness of studies presented; quality of the methodology proposed; appropriateness of proposed statistics; APA formatting; and formatting required by the Department.

When the Dissertation Chair is satisfied with the quality of the proposal, the student schedules a meeting of the dissertation committee members at which the proposed study is discussed. The proposal is given to committee members at least two weeks before the date of the proposal meeting. Unless otherwise directed by the Dissertation Chair, committee members do not review drafts of the proposal.

D. The Dissertation Committee

The dissertation committee is composed of the Dissertation Chair and at least two additional members. The Dissertation Chair must be a full-time faculty member in the Department of Psychology, but committee members may be other full-time Psychology faculty, adjunct faculty, other psychologists, or faculty from other Xavier University departments. When the student would like to invite individuals who are not full-time or adjunct Psychology faculty, he or she should be able to provide a rationale for that person's involvement to the Department Chair and should alert the professional to submit her/his vitae for the Department Chair's review. All appointments to dissertation committees are made by the Department Chair, taking the student's requests and preferences into account (along with other considerations). The Department Chair is an ad hoc member of all dissertation committees and must be informed of proposal and defense dates (this can be done through the Department secretary). The

Department Chair is also provided with a copy of the proposal at the same time as Dissertation Committee members. The Department Chair attends proposal and defense meetings at his or her discretion.

The Dissertation Committee judges the proposal largely in terms of the adequacy of the research plan. However, they will also consider the student's knowledge of the literature and will determine at the proposal meeting whether the student is ready to undertake the dissertation. The dissertation committee also reviews how the proposed project provides protection of human participants, in preparation for its review by Xavier's Institutional Review Board (IRB). As such, the committee closely examines Informed Consent forms and discusses related issues at the proposal meeting. [Departmental Guidelines for the involvement of students as research participants are presented in Appendix B.]

E. Scheduling Proposal and Defenses Meeting/Distribution of Copies

The student is responsible for scheduling the proposal and defense meetings. This information should be submitted to the Department Secretary in writing, who will post the date, time, and location of the meeting. At least two weeks before the proposal meeting date, copies of the proposal document are distributed to the committee members and the Department Chair. For the dissertation defense, copies are distributed to the committee members at least two weeks before the defense meeting. There is no need to give a copy of the dissertation document to the Department Chair at that time.

Inevitably, there are changes to proposal and defense documents as an outcome to the meetings. Students are required to make those changes and submit corrected copies within two weeks of the proposal/defense meetings. The proposal/defense process is not considered completed until these changes have been made and the revised document has been approved and signed by the Dissertation Chair, reviewed and signed by the Department Chair, and the copies have been presented to the library for binding.

F. The Dissertation Proposal

The dissertation proposal describes the study the student plans to conduct and forms the basis of the student's dissertation "contract" with the dissertation committee (and, by extension, the Department

and the University). The proposal must include clearly stated hypotheses or research objectives, (in the case of qualitative studies) built upon a careful and thorough review of the existing literature. The dissertation proposal also should clearly and explicitly describe procedures and planned analyses. The specific elements of the proposal and the order in which they appear are listed in Section II of this Guide (pgs. 7-10).

The proposal document should convince the committee that the student clearly understands the issues underlying the proposed study, and that the research plan is sufficient to address the hypotheses or research objectives.

G. The Dissertation Proposal Meeting

With the approval of the Dissertation Chair, the student contacts the committee members to find an agreed-upon time for the proposal meeting. The student must also notify the Department Chair of the time and place of the proposal meeting. The student schedules the room for a meeting by using the sign out book located outside the rooms in Elet. Elet 304 is the exception, as it is scheduled through the department secretary. Copies of the dissertation proposal must be submitted to all committee members and to the Department Chair at least two weeks prior to the scheduled meeting.

The dissertation proposal meeting is open to other graduate students and faculty. The format of the dissertation proposal meeting will vary based upon the direction of the Dissertation Chair. Prior to the scheduled meeting, the student should discuss the expectations and format for the meeting with the Dissertation Chair. In general, the student should expect to be able to describe the rationale for the project, the study's methodology, potential study limitations, and the statistical procedures planned to analyze the data.

There are three possible outcomes of a dissertation proposal meeting: (1) acceptance with minor revisions; (2) conditional acceptance requiring major revisions; or (3) rejection. The outcome is determined by majority vote of the committee. Under the first outcome, a revised copy of the dissertation proposal (signed by the Dissertation Chair) and the Department form (filled out by the Dissertation Chair)

are to be submitted to the Department Chair within two weeks of the meeting. These are placed in the student's file and serve as a record of the meeting. The completed proposal serves as a contract between the student and department for successful completion of the dissertation

Under the second outcome, substantial revisions or additions to the proposal are required by the dissertation committee. The deficiencies of the proposal are documented on the Dissertation Proposal form and placed in the student's file. A subsequent proposal meeting is required, but it cannot occur sooner than one month after the initial meeting. The student will be told of the deficiencies and what is needed to remedy them by the Dissertation Chair. The student can remedy the deficiencies, or he/she could decide to pursue a different dissertation topic. (The student should be aware that a conditional pass may potentially jeopardize his or her meeting the fall deadline for internship applications).

Finally, the committee can decide that the proposal is unacceptable. Among the grounds for that decision would be unsuitability of the problem, a poorly prepared proposal document, a poor research plan and procedure, and/or a poor understanding of the area. If a dissertation proposal is rejected, a Dissertation Proposal form is filed with the Department Chair and placed in the student's file to document this action. The student can improve the proposal or begin a new project. This could be done with the same Dissertation Chair and committee, or a different Chair and committee. He or she must wait a minimum of 3 months before convening another proposal meeting.

H. The "Completed" Proposal

The proposal meeting inevitably produces changes to the written document and/or research plan. Because the proposal constitutes the first four chapters of the final (bound) dissertation, all revisions that are agreed upon at the proposal meeting must be made to the document and submitted to the Dissertation Chair within two weeks of the proposal meeting. When the revised proposal has been approved and signed by the Dissertation Chair, it is submitted to the Department Chair and placed in the student's file. It is only at this point that the student has met the requirements for applying for internship. The letters of

recommendation to internship sites will not be released until the Dissertation Chair verifies that the required changes have been made.

The revised proposal constitutes a contract between the student and the University, with the dissertation committee serving as the official representative. The student cannot alter the design or plan of research after the revised proposal has been submitted to the Department. If the student does not follow through on the approved plan, the committee is at liberty to reject the dissertation without regard to the amount of data collected or effort involved in the project. If circumstances arise that require changes to the research plan (such as a decrease in sample size or change in design or procedure), the Dissertation Chair and the committee must be advised of the situation and approve those changes. Changes to the research plan are documented on the dissertation proposal form and initialed by the committee members. Any changes to the dissertation could require another meeting of the committee to review the requested changes. It is possible that a new proposal must be written or that changes will be made to the (previously accepted) proposal. Changes to the dissertation document must be approved by the committee and the new (or altered) proposal placed in the student's Department file.

I. Submitting the Project to the Xavier University IRB

In keeping with University policy, all research projects involving human subjects must be approved by the University Institutional Review Board (IRB). If data are to be collected at sites other than Xavier University approval by other IRBs may also be necessary. Information about submitting proposals can be found in *The Institutional Review Board for the Protection of Subjects in Research: Policies and Procedures* (available in Elet 102 in the Department Secretary's office or at XU website www.xu.edu/irb/index). Samples of consent forms are available at this website. Proposals to the IRB are to be submitted within 2 weeks of the dissertation proposal meeting. No data are to be collected until all relevant IRBs approve the project.

II. Outline of the Dissertation Proposal

A. Basic Elements and Format

Below is a list, in order, of the pages and sections of the proposal:

1. A University approved first page indicating that this is a dissertation proposal presented to the faculty of Xavier University with space for approval signature by the Department Chair and Dissertation Chair. (See Appendix C).
2. Title page--the title of the dissertation is presented in full. (See Appendix D).
3. Listing of members of Dissertation committee, with appropriate academic rank or credentials indicated. The Dissertation Chair is listed first, with the committee members following, in alphabetical order (See Appendix E).
4. Acknowledgments--if desired. This is written after the Dissertation is successfully defended.
5. Table of Contents--(See Appendix F).
6. List of Tables--if any (indicate page number[s] for each). (See Appendix G).
7. List of Figures--if any (indicate page number[s] for each).
8. List of Appendices (includes measures, questionnaires, etc. referenced in proposal with page number[s] for each). (See Appendix H).

Note: Sections 4 - 8 (Acknowledgments- List of Appendices) above are paginated with small roman numerals that are centered at the bottom of the page. (See Appendix F).

- 9.* Review of the Literature (Chapter I) --The relevant literature is reviewed and discussed in order to provide a detailed background for the proposed study. The length of this section varies depending on the amount of relevant literature. Dissertation Chairs can help provide guidance regarding length and areas to be covered. This section is written in the past tense.

- 10.* Rationale and Hypotheses (Chapter II) --This section begins with a brief (usually 1 ½ -2 pg) summary statement of the relevant literature, followed by a formal statement of the hypotheses. Hypotheses are stated in the present tense, and can be presented either in the null or alternate form; the form chosen is left to the discretion of the student in consultation with the Dissertation Chair. Whatever the form of the stated hypothesis, it is always the null hypothesis that is tested statistically.
- 11.* Method (Chapter III) -- This section describes participants, design of the investigation, measures or instruments, and procedure. Effect size estimates and the number of participants necessary to insure adequate power should be stated in the proposal and the actual effect size and power should be included in the participant section of the method in the dissertation document. Descriptions of the measures should include psychometric information, including validity and reliability. The procedure is a narrative account of exactly how each element of the research will be investigated. Except for the report of previous validity and reliability findings, this section of the proposal is usually written in the future tense.
- 12.* Proposed Analyses (Chapter IV) -- The plan of analysis for each hypothesis is to be clearly indicated. A clear statement should be included indicating the level(s) of significance to be used. Some Dissertation Chairs may also want students to discuss study limitations in this section.
13. References -- This list is to include all literature cited in the proposal and should be presented strictly following APA style (consult *Publication Manual of the American Psychological Association*, 5th Ed).
14. Appendices --This section presents copies of measures, supplementary data or information, statements of consent, special questionnaires, data outside the purview of the main hypotheses, description of participants where relevant, or IRB materials (the

latter three may only apply to the final dissertation manuscript). In addition to the typical tables and figures included in a manuscript, raw data may be included in the appendices.

*The starred items are to be listed as Chapters I through V in the Table of Contents and on the top of the first page of the respective Chapters. Pages on which these sections begin are to be indicated in the Table of Contents. The References and Appendices sections, including pages on which they begin, are also listed in the Table of Contents.

B. Page layout: The page design for the proposal is as follows:

Margins: Left - - 1.5 inches; Right - - no less than ½ inch (no right margin justification);

Bottom - - 1 inch; Top - - 1 inch, with the exception of chapter heading pages which should have a 2 inch margin. All pages (including chapter heading pages) have a running head and are numbered consecutively with the page number at the top extreme right, including the appendices.

It should be printed from a laser printer using a standard font of 10 or 12 pt. size. All text and tables are double spaced.

III. Finishing the Dissertation

A. Conducting the Study/Data Collection

If the study involves human participants, no data are collected until the study has been approved by the Xavier University IRB. Unless otherwise stipulated by the Dissertation Chair, the student is solely responsible for the execution of the study, including recruitment of participants and data collection.

Likewise, the student is responsible for all costs incurred in carrying out the dissertation study, such as copying materials or purchasing copyrighted questionnaires and measures. The Dissertation Chair can provide assistance in solving any problems that might arise as the project proceeds.

B. Analyzing the Data

The student is responsible for all data analyses, unless specifically described in the dissertation proposal. Consultation with knowledgeable faculty members or statistical consultants is allowed, but

analyses should be completed by the student. The Dissertation Chair can be used as a resource in managing difficulties that might arise.

C. Format of Chapter V (Dissertation)

Chapter V follows APA format for manuscripts submitted for publication. The *Publication Manual of the American Psychological Association* (5th Edition) includes a copy of a sample manuscript which is a helpful model. The *Manual* also includes a section, “Converting the Dissertation Into a Journal Article” (p.326) that can be helpful. As a general guideline, this document will be 20-25 pages in length, but the final decision on length is left to the Dissertation Chair. Consistent with the start of previous chapters, “Chapter V” should be listed in the Table of Contents and “Chapter V: Dissertation” is centered and placed at the top of the page, followed on the next line by “Abstract” and then by the text of the Abstract. Consistent with the *Manual* (pg. 307), the title of the dissertation should be placed on the next page, followed by the introduction to the study. In the Participant section of the method in Chapter V, the demographic analyses will generally be presented. Chapter V has its own reference list, tables, figures, and appendices, (some of which may be repeated from the proposal document) which allows this document “to stand on its own” for publication readiness. In addition to the appendices that may be repeated from the proposal, those in Chapter V can also include data outside the purview of the main hypotheses, description of participants where relevant, and/or IRB materials. In addition to the typical tables and figures included in a manuscript, raw data may be included in the appendices.

D. The Dissertation Defense

The student is responsible for scheduling the time and location of the dissertation defense and informing the Department secretary of such information. As is the case with the initial proposal, these arrangements are not made until the Dissertation Chair feels that the dissertation is in proper shape for the defense. However, the dissertation defense must be successfully completed with all necessary revisions made by Friday of the first full week of April in order for a student to participate in the subsequent May

commencement ceremony. Each member of the dissertation committee is to be given a copy of the entire dissertation document (including all five chapters), at least two weeks prior to the arranged defense date. The defense meeting is open to other faculty members and graduate students. Typically, the student presents the study and the results obtained. Committee members are free to ask questions about the purpose, methods, and results presented in the document, along with questions on related areas consistent with the context of the dissertation.

The committee will come to a judgment about acceptance of the dissertation based upon the written document and the oral defense. Three possible judgments can be made:

- 1) The candidate has passed the defense, subject to minor revisions to be overseen by the Dissertation Chair or by a designated committee member.
- 2) The candidate has not passed the defense. This could arise because of deficiencies in the document or inadequate presentation at the defense meeting. The student may be required to make significant modifications to the dissertation document. If a subsequent dissertation defense is required, it can occur no sooner than one month after the initial meeting. (The student should be aware that this situation may potentially jeopardize his or her meeting Department and University deadlines).
- 3) The candidate has failed the defense. This outcome would occur, for example, if there are ethical violations such as plagiarism or fraudulent data collection. Under these circumstances, the student may also be expelled from the program.

The decision concerning dissertation acceptance is by majority vote of the committee. This judgment is based upon the quality of the submitted document and the quality of the oral defense. The dissertation and its defense are assigned a Pass/Fail grade.

E. Binding

The document bound as the complete dissertation includes the signed cover page, the entire revised proposal, and Chapter V. When the Dissertation Chair determines that all required revisions have

been made, the student will present at least three cover pages and one copy of the complete dissertation to the Dissertation Chair. After the Dissertation Chair reviews, approves, and signs the cover pages, it is submitted to the Department Chair for review, approval, and signature. At that time, the student makes the additional copies to take to the library for binding (see Library Binding guidelines in Appendix I). If a student wishes to have any additional copies bound, he or she should also supply the necessary number of cover pages for signature.

The completed copies and cover sheets are taken to the Periodicals Office at McDonald Library to be bound by the University. One copy will remain in the McDonald Library; the cost of binding this copy is covered by the student's graduation fee. The student is also responsible for furnishing his or her Dissertation Chair and the Department with bound copies; the student pays for the cost of binding these copies.

F. Dissertation Grade

The dissertation is graded Pass/Fail. The dissertation grade will only appear on a student's transcript when the dissertation has been received by the McDonald Library for binding. In the absence of a dissertation grade (as well as all other academic/internship requirements), a student cannot be said to have earned a Psy.D. degree in Clinical Psychology from Xavier University.

Appendix A

ESTIMATED PROGRESSION OF THE DISSERTATION

During the **first year** of the program, look for topics that interest you, using class assignments such as papers and presentations, to further explore when possible. Think about learning statistics as an investment. Learn and practice RefWorks with papers. Start narrowing down your ideas.

In the **second year**, further narrow down your dissertation topic options. Have some real interest in what remains or start over. Read. If you choose your life's passion, be careful that you can still like it at the end of the dissertation. Start talking to faculty about your idea. Use Research Methods and Issues in Applied Research classes to further develop possible methods. Read. Use the summer to do more reading. Some people find the summer after the second year a great time to propose the dissertation so that there is a lot of time for data collection, data analysis, and writing before internship starts.

Requirement: By December of your third year, at latest, you need to have a dissertation chair and a 2-4 page prospectus, signed by your chair. By becoming your chair, that professor becomes your academic adviser too. If you do not have a prospectus accepted by your chair, you may not register for spring courses. You need to turn a copy of your prospectus in to the Department secretary and fill out a small, pink form indicating who has agreed to be your chair and what your tentative dissertation title is.

In the Proposal Phase, which often lasts 6-8 months, meet with your chair regularly. Read the literature. (Different people find different note taking and organization methods to be useful. RefWorks is a free and convenient reference management system that may be helpful.) Produce a draft of your proposal. Assume you will need 4-6 drafts. You should allow your chair two weeks per draft. Estimated time: 5 drafts X (2 weeks turnaround + your writing time) = easily 6 months. Proposing your dissertation in your third year is recommended. You can, of course, propose earlier.

Requirement: You must propose and make all necessary revisions before you may apply for internship your fourth fall. Your committee members must be allowed two weeks between the time you give them a copy and the oral proposal meeting. Revisions inevitably result from the proposal meeting (often improving quality of study or even making it more feasible). ***They are to be finished by the end of two weeks after the proposal meeting.*** Your chair needs time to read and OK them indicated by the chair's signature on the final, revised copy. ***Submit this revised proposal to the department secretary for your file.***

Requirement: Within two weeks of completing your revisions, you should submit your study to the Xavier Institutional Review Board. Occasionally the chair will agree to a delay but this agreement should be explicit and purposeful. Allow at least 1 month for the IRB and its requests for further revisions.

Next is the Data Phase. There is a trade off between the apparent security of an archival study and the flexibility of new data collection. A lot depends on whether the archived data is of high quality and answers the questions you want to answer. Neither is inherently or consistently shorter. Data collection is recommended for the summer before your **fourth year** or that fall. Keep in mind that it often takes time to recruit subjects or to get permission to enter systems (hospitals, schools, prisons, etc.) for data collection. While the entry phase is going on, use the time to get all your materials ready and do any photocopying, collating, commercial scale ordering etc. Gather your data, do any necessary scoring as you go so you can see errors and prevent more. Create your database and enter the data. Analyze the data according to your proposal. **It is strongly recommended that at least this phase be completed**

prior to leaving for internship.

It is more practical and much easier; however, if you have the final phase completed before you leave. The final phase is Writing the Dissertation. There is a detailed guide to writing and format requirements available on line or as a paper version, in the waiting room by the Psychology Office. Your last chapter of your dissertation is in journal form, so a focused review of the literature and less detailed methods section is part of it. Write a complete draft of that chapter and turn it into your chair for the first of several revisions. Turnaround will take about two weeks each time, maybe more during certain times of the academic year. Expect multiple revisions.

Requirement: When you and your chair agree that the document is ready for final defense, you need to distribute it to your committee at least two weeks prior to the scheduled oral defense. Expect revisions to come from the defense. Revisions should be finished in two weeks. Submit the required copies to the department for binding. When a copy is deposited in the library, you are finished. Your grades for research will be changed and you should celebrate your accomplishment.

To be hooded in the May graduation ceremony (only formal hooding), everything for the dissertation must be completed by the first week in April.

If you are still doing your internship, your doctorate will be conferred in late August when you successfully complete it. If you have finished your internship and all other requirements, you can call yourself doctor right away and you will receive your actual degree at the next one of the three dates when the University confers degrees.

Also, remember that faculty are not always available - sabbaticals are scheduled, illnesses occur, or travel happens. Most faculty are on 9 month contracts and are not obligated to be available during summers and holidays, though many are on campus.

APPENDIX B

DEPARTMENTAL PROCEDURES ON RECRUITMENT FROM THE PSYCHOLOGY PARTICIPANT POOL

Participant Pool

Rationale

A participant pool within the Department of Psychology would be utilized by both faculty and students for coursework and independent research. Also, for students and faculty working on research, including theses, dissertations, certain course requirements, and independent projects, having an organized participant pool for collecting data from a college population is desirable. It would eliminate the difficulty of recruiting participants from individual classes and create an understanding among the undergraduates of their responsibility to participate in research at Xavier.

Responsibilities of the Researcher

Recruitment

At least two months prior to the start of a new semester, researchers would submit to the research liaison (typically Dr. End's GA) the approximate number of participants and hours expected to be utilized for the upcoming semester. This does not apply to students enrolled in courses in which they will be needing participants for various assignments (i.e. Experimental Psychology II and Assessment: Intelligence).

Sign-up Process

Researchers will create and post sign-up sheets on the bulletin board on the second floor of Elet Hall (example forms will be emailed to the primary researcher after we receive notification of the researcher's intent to use the participant pool). The sign-up sheets will consist of the investigator's name, title or purpose of project, participant requirements (if any), date/time/location of the project, and approximate length of time to complete. Also, confirmation receipts with contact information should be attached to the sign-up sheets that the participant can take with them as a reminder.

*If a project is not time consuming (e.g. five minutes), it would be a more efficient use of the participant pool to have that project “piggyback” on another study.

Before Data Collection

Before collecting data, the researcher will remove the sign-up sheet from the bulletin board (although the researcher should still provide information of where, when, etc., data is being collected). Have students sign their name on the sign-up sheet in the margin next to the information they provided to sign up. Make sure that their professor’s name is written clearly (If we cannot determine one’s instructor, one will not receive credit). The researcher will **CLEARLY** mark on the sheet if the participant is present or absent (this sheet will be turned into Dr. End’s GA’s mailbox).

After Data Collection

The researcher will distribute credit slips to the participants. The credit slip will consist of the participant’s name, their professor’s name, course name, the researcher’s name (**make sure you sign**), title or purpose of the project, and date and start/stop times. For students who signed up to participate, but failed to show up or provide a twenty-four hour cancellation notice, the researcher will fill out a no-show slip for that student. The no-show slip will consist of the student’s name, their professor’s name, course name, researcher’s name, date and time, approximate number of hours lost, and title or purpose of the project. Next, the researcher will be responsible for giving the no-show slips, as well as the sign-up sheet that CLEARLY indicates who was absent/present to Dr. End’s GA’s mailbox.

APPENDIX C

A Dissertation

Submitted to the Faculty

of

Xavier University

in Partial Fulfillment of the

Requirements for the Degree of

Doctor of Psychology

by

(Name)

(Date- - Month, year of proposal/defense)

Approved:

Christine M. Dacey, Ph.D., ABPP
Chair, Department of Psychology

(Name of faculty member)
Dissertation Chair

APPENDIX D

Family Characteristics of Bulimic and Nonbulimic Adolescents

APPENDIX E

Dissertation Committee

Chair	W. Michael Nelson, III, Ph.D., ABPP Professor of Psychology
Member	John J. Barrett, Ph.D. Associate Professor of Psychology
Member	Kathleen J. Hart, Ph.D., ABPP Professor of Psychology

APPENDIX F

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* Note: Chapter V does not appear in the Table of Contents in the proposal but does appear in the final document.

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APPENDIX I

LIBRARY BINDING GUIDELINES

- Thesis/dissertation should be collected and initial paperwork should be done by individual departments. This is a more streamlined approach since the students already have to deal with the departments to get their thesis/dissertation approved and signed.
- Thesis/dissertation can be dropped off in Library Director's office. Hours for accepting thesis are Monday-Friday, 8:00am-3:00pm. (It is recommended that patrons call first (745-3884/3883) to make sure someone is in the office to accept the thesis/dissertation.) A Thesis/Dissertation Binding form should accompany each thesis/dissertation. If it is just NOT possible to drop off your thesis during office hours special arrangements can be made by calling the office at 513-745-3884.
- Library does not make photocopies of thesis/dissertation for patron. (For example if a patron wants 5 copies bound they must submit 5 unbound copies to the library.)
- Library ships thesis/dissertation as it is received. We do not check pagination or grammar.
- Payment for all copies of thesis/dissertation to be bound must be prior to shipment and preferably at the time thesis/dissertation is submitted for binding.
- Payments may be made by cash or check payable to Xavier University Library. The library DOES NOT bill bursar accounts.
- The cost to bind a thesis/dissertation is as follows:

Library copy	no charge
Each copy thereafter	\$16/each
- Patrons do have the option to have their thesis/dissertation shipped to them upon return from the bindery. They must first complete and submit a waiver (enclosed) to the library before thesis/dissertation can be shipped.
- The cost to have a thesis/dissertation shipped is as follows:

1 st copy shipped	\$5.00
Each additional copy shipped	\$3.00
- A binding pickup-delivery schedule has been attached. Turn around time for binding a thesis/dissertation is 3-4 weeks. Each department will be notified by phone that their shipment has returned from the bindery. Each department is to make arrangements for the retrieval of bound theses/dissertations from the library.

THESIS/DISSERTATION BINDING SUBMITTAL FORM

Date submitted to library _____

Date leaving library _____

Date returning to library _____

PATRON INFORMATION

Name: _____

Address: _____

Work phone: _____ Home phone: _____

THESIS/DISSERTATION INFORMATION

Title: _____

How many copies should be bound? _____ Will a copy go to McDonald Library? _____

Check one: _____ Patron will pick up thesis/dissertation when ready.

_____ Library to distribute thesis/dissertation on campus as indicated below:

<u>DEPT. AND/OR PERSON</u>	<u>ADDRESS</u>	<u>NO. COPIES</u>	<u>COST \$</u>
* Library		1	N/C
* Psychology Department	ML 6511	1	\$16.00
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total number of copies being bound _____

*** required copies** _____ **TOTAL COST:** _____

PAYMENT

1. _____ Cash 2. _____ Check/Institution _____ Check No. _____

SPECIAL INSTRUCTIONS

Library worker accepting thesis/dissertation: _____

THESIS/DISSERTATION SHIPMENT WAIVER

I, _____ will release Xavier University Library of
all responsibility concerning the shipment of my thesis/dissertation entitled: _____

_____.

I also understand that I am responsible for all costs incurred for the shipment of my thesis/dissertation.

Signature

Date