SCHOOL OF PROFESSIONAL PSYCHOLOGY

DISSERTATION HANDBOOK
Important: The procedures described in this edition of the Dissertation Handbook are effective as of the revision date. The timelines described herein pertain to semesters; however, specific requirements for completion of the Professional Dissertation still apply to students who began the doctoral program under the quarter system. Students and faculty may reference the Dissertation Online Handbook at the following link: http://www.wright.edu/sopp/students/dissertation.html.

Professional Dissertation Overview

This handbook sets forth minimum requirements to be followed in all doctoral Professional Dissertations submitted to the School of Professional Psychology, Office of Academic Affairs (OAA). Much of this handbook’s contents is a guide to format. It is not meant to be an exhaustive guide to the process of developing and writing a Professional Dissertation. Rather, it is a guide useful to SOPP students in meeting degree requirements throughout the Professional Dissertation process. These procedures are a modification of the Wright State University, Graduate School Thesis/Dissertation Handbook. For matters not specified in this handbook, students should consult the American Psychological Association (APA) Publication Manual, 6th Edition. If you have questions or concerns, please contact the Professional Dissertation Coordinator in the OAA at 775-3459.

The OAA is responsible for developing and enforcing the procedures guiding the process of writing and approving a Professional Dissertation, and for establishing matters of proper format not prescribed by this handbook. The OAA is also responsible for making these procedures known to students. The signatures of Professional Dissertation Committee members on the Oral Defense Rating Scale Form certify that the content of the Professional Dissertation meets an acceptable standard of scholarship appropriate for doctoral candidates and verifies that the student has successfully passed the oral defense of the Professional Dissertation. The signature of the Dissertation Chair on the Approval Sheet indicates that the content and format of the Professional Dissertation is acceptable and that all final revisions have been made. The signature of the Associate Dean on the Approval Sheet indicates that the Professional Dissertation is complete, meets all SOPP standards, and is now complete.

Student Responsibilities

The student is responsible for following all of the procedures governing the preparation of an approved Professional Dissertation, including the standards and requirements of the doctoral program as outlined in this handbook. The student has the ultimate responsibility for the content, scholarship, and style of the Professional Dissertation, and for maintaining a high standard of written expression. If editorial assistance is needed, the student is responsible for securing it. The Professional Dissertation chair and committee members will work with the student on Professional Dissertation content and scholarship standards. While they may also help in the composition and construction of the Professional Dissertation document itself, please remember that proofreading and other editorial chores are not the duty of the Professional Dissertation chair and committee or OAA. The student is responsible for making any corrections and/or additions that are required by the Professional Dissertation chair, the committee
members, and the Dissertation Coordinator/OAA. Submission of documentation to the OAA related to the Professional Dissertation is the student’s responsibility.

**Professional Dissertation Procedures**

**Semester Timelines for the Professional Dissertation**

The Professional Dissertation process is organized around firm timelines designed to ensure that all students complete the Professional Dissertation prior to leaving for Internship. Students are required to enroll in a minimum of 8 semester credit hours of PSI 9980, Professional Dissertation prior to graduating from the program. The timelines below apply to all full-time students on a standard 4+1 semester curricular plan. The timeline for completion of dissertation deadlines for students on an accelerated 3+1 semester curricular plans is one year prior to those listed below for a standard 4+1 semester curricular plan.

The timeline for a standard 4+1 semester curricular plan is summarized below and each step of the Professional Dissertation process is explained. For convenience, additional information pertaining to specific milestones is included below.

**NOTE:** The Forms section at the end of this handbook contains all forms required for completion and submission by students and their Dissertation Committee to the Office of Academic Affairs.

1. **Year 1, Summer Semester:** *No later than the end of final exam week in Summer Semester of the First Year*, students must submit a Chair and General Topic form to the OAA. Students may change their topic and chair after this date as long as subsequent deadlines are met. Students must enroll in 1 credit hour of PSI 9980, Professional Dissertation, during Summer Semester of the First Year. Failure to submit the Chair and General Topic form by the deadline or to enroll as required will result in assignment of a grade of “U” (Unsatisfactory) and other applicable consequences per the Grading and Remediation Policies. The intent of this deadline is to encourage students and faculty to get an early start on the Professional Dissertation requirement.

2. **Year 2, Fall Semester:** *No later than the end of Fall Semester of the Second Year*, students must submit a Professional Dissertation Topic and Committee form to the OAA. Students must enroll in 1 credit hour of PSI 9980, Professional Dissertation during Fall Semester of the Second Year. Failure to submit the Topic and Committee form or to enroll as required will result in assignment of a grade of “U” (Unsatisfactory) and other applicable consequences per the Grading and Remediation Policies. **NOTE:** During the interim leading to the next deadline, the focus should be working on the dissertation prospectus.

**Composition of the Professional Dissertation Committee**

Once a student has a general idea of the topic of the dissertation, he/she should begin the process of selecting a Dissertation Committee. The Dissertation Committee is composed of three persons, the Dissertation Chair and two members of the Committee. The Chair of the Dissertation Committee must be a member of SOPP's Fully-Affiliated Continuing Faculty (Core) Faculty. A listing of SOPP core faculty members and their research interests is available from the OAA.
Often, the Chair is selected first and the Chair assists the student in identifying individuals who might serve as members of the Committee. Of the two members of the Dissertation Committee, one must be a psychologist, or a person whose graduate education was psychological in nature. This individual may be a member of SOPP’s Fully-Affiliated (Core), Contract, Adjunct or Clinical/Voluntary faculties or a member of the community of professional or academic psychologists. The second member of the Dissertation Committee may be a psychologist, as broadly defined above, or a member of another profession or academic discipline. Finally, an additional person may be added to the committee at the discretion of the Chair or student if that person’s expertise would significantly enhance the quality of the dissertation. If an individual on the Committee is not on SOPP’s Fully-Affiliated (core), Contract, Adjunct or Clinical/Voluntary faculties, a curriculum vita for that individual must be submitted with the form for review by the Associate Dean.

Any change to the Professional Dissertation Committee must be approved, in writing, by the Associate Dean. In the rare circumstance in which a student requests a change in the composition of the Professional Dissertation Committee, this request should be submitted in writing to the Office of Academic Affairs. When a faculty member who is a Chair or a member of a Professional Dissertation Committee leaves the SOPP, the departing faculty member is permitted to continue serving on the Dissertation Committee, if desired. If the departing Committee member does not wish to continue serving on the Committee, the Committee may be reconstituted. In this instance, the student will work with the Chair to identify a third committee member. The student must then submit a new Professional Dissertation Topic and Committee form to the OAA. If the membership of a Professional Dissertation Committee is changed after the Prospectus has been approved, the student may be required to schedule a second Prospectus meeting with all members of the new Committee present.

3. Year 2, Summer Semester: No later than the end of final exam week of Summer Semester of the Second Year, students must complete the Professional Dissertation Prospectus. At a minimum, the prospectus must include these sections: an Introduction/Focus of the Dissertation including a Statement of the Problem, Aim and Purpose, Literature Review, Preliminary Outline, and References. Detailed instructions on preparing the Dissertation Prospectus are included in this handbook. Students must submit a copy of the prospectus along with a Summary of Prospectus Meeting form completed by their dissertation committee to the OAA by the end of final exam week of Summer Semester of the Second Year. Students must enroll in 2 credit hours of PSI 9980, Professional Dissertation during Summer Semester of the Second Year. Failure to submit a copy of the prospectus and the Summary of Prospectus Meeting form or to enroll as required will result in assignment of a grade of “U” (Unsatisfactory) and other applicable consequences per the Grading and Remediation Policies. The student will also be delayed in taking the Clinical Comprehensive Examination (CCE) until the prospectus is approved. Progress toward completing the prospectus will be evaluated as part of students’ Second Year Annual Performance Review.

4. Year 3, Summer Semester: No later than the end of final exam week of Summer Semester of the Third Year, the students must submit a complete full draft of the Professional Dissertation, including text in all sections, to the OAA. Students must also submit a signed Completion of Full Draft form to the OAA. Students must enroll in 2 credit hours of PSI 9980, Professional
Dissertation, during Summer Semester of the Third Year. Failure to submit the full draft and Completion of Full Draft form or to enroll as required will result in loss of eligibility to apply for internship in Fall Semester of the Fourth Year, generates a grade of "U" and other applicable consequences per the Grading and Remediation Policies, and delays graduation by at least one year. Students who do not meet this deadline must either delay internship applications for a year until Fall Semester of Year Five or use the internship match process in Year Four if the faculty determines by that time that the student meets all criteria for internship readiness.

4. Year 4, Summer Semester: No later than June 1st of students’ fourth year in the program, students must complete the Oral Dissertation Defense. Students must submit the completed Oral Defense Rating Scale and Dissertation Revision Agreement to the OAA by June 1st. Students must enroll in 2 credit hours of PSI 9980, Professional Dissertation, during Summer Semester of the Fourth Year. Failure to defend the dissertation by the deadline and submit the required forms or to enroll as required will result in a grade of “U” (Unsatisfactory) and other applicable consequences per the Grading and Remediation Policies, and may result in loss of eligibility to start internship. In the event internship is delayed, the training director of the internship program will be notified. Detailed instructions on preparing for and conducting the Oral Dissertation Defense are included later in this handbook.

5. Year 4, Summer Semester: No later than July 15th of students' fourth year in the program, or if starting internship early, two weeks prior to the date departing for internship, students must submit the final manuscript of the Professional Dissertation electronically to the Dissertation Coordinator in OAA to include all revisions recommended by the Dissertation Committee as well as any format revisions. Students must enroll in 2 credit hours of PSI 9980, Professional Dissertation, during A Term Summer Semester of the Fourth Year. Failure to submit the final electronic dissertation by the deadline or to enroll as required may result in cancellation or delay of the start of the internship. In the event internship is delayed, the training director of the internship program will be notified. Detailed instructions on preparing and submitting the final electronic dissertation are included later in this handbook.

NOTE: Students must submit a Program Requirements Checklist, with the Professional Dissertation section completed and signed by the student and Dissertation Chair, to the OAA for review prior to departing for internship.

Changing Topic or Chair

Students who change their dissertation topic or chair must still meet the deadlines as described in this handbook.

Academic Probation

Students may be placed on academic probation whenever they earn their second grade of “U” in PSI 9980, Professional Dissertation. If this action is taken, the student will be required to develop a written plan with the Dissertation Chair and Committee for completing dissertation requirements and removal from probationary status. This plan will be filed in the student's academic file in OAA.
Credit for PSI 9980, Professional Dissertation

Students are required to enroll in a minimum of 8 semester credit hours of PSI 9980, Professional Dissertation during their matriculation in the doctoral program as described in the semester timeline section above. A grade of “U” (Unsatisfactory) in PSI 9980, Professional Dissertation is a permanent grade and the student must enroll in additional sections of PSI 9980 until a total of 8 credits are completed with a passing grade.

Special Curricular Plans

Students on a 3+1 curricular must meet dissertation deadlines one year prior to deadlines for students on a standard 4+1 curricular plan. Any student who changes his or her curricular plan in a substantive way after entering the program (e.g. when a student elects to extend his or her matriculation in the program) should confirm all deadlines with the Professional Dissertation Chair and the OAA. In any case where a non-standard curricular plan is developed, a written plan must be submitted to the Chair and OAA to include completion of the Professional Dissertation.

Professional Dissertation Prospectus

The student develops a written Professional Dissertation Prospectus and works with the Chair and members of the committee until it is determined that the student is ready to meet formally with the full committee. The student meets with the Professional Dissertation Committee for approval of the final Professional Dissertation Prospectus. The Dissertation Committee Chair must be physically present for the Prospectus meeting. If the situation warrants, a committee member may be present for the Prospectus Meeting by teleconference. All committee members must be present at the Prospectus meeting, in person or by teleconference (the dissertation Chair must be present in person), and indicate their approval of the Professional Dissertation project by signing the Summary of Prospectus Meeting form. Because the Prospectus meeting must be conducted with all Committee members present, students are strongly encouraged to schedule alternate dates for the Prospectus meeting as a precaution against a meeting being cancelled because of emergencies or other unforeseen events that prohibit a member from being present. The student may need to schedule additional Prospectus meetings in order to secure group approval of the proposed project. At the conclusion of the final Prospectus meeting, the student submits the signed Summary of Prospectus Meeting form along with a copy of the prospectus to the OAA. Both items should be submitted electronically to the Dissertation Coordinator; hard copies will not be accepted.

The Dissertation Coordinator will review the prospectus to ensure all required sections are included and identified with the appropriate headings as follows: Introduction/Focus of the Dissertation including a Statement of the Problem, Aim and Purpose, Literature Review, Preliminary Outline, and References. A prospectus that does not include these sections with appropriate headings will be returned to the student for correction.
Guidelines for the Professional Dissertation Prospectus

1. Introduction/Focus of the Dissertation: This section of the dissertation clearly and cogently highlights the issues which the project seeks to clarify. For instance, the target population is clearly defined. The statement of the problem identifies methodological flaws in the extant literature, areas of overemphasis or neglect, inadequate procedures or assessment, etc. The statement of the problem also addresses theoretical confusions, ambiguities, and blind spots. Ultimately, the statement of the problem clearly communicates the reasons why the topic is important and argues for the compelling nature of this particular dissertation. In articulating the uniqueness of the student’s scholarly contribution, the statement of the problem explains the potential implications of the project, the way the information may be used by the targeted population and the usefulness for psychologists and other helping professionals. In short, the statement of the problem demonstrates how the proposed dissertation meets the school’s standards for professional dissertations which include these criteria:

- It is an original creative work.
- It is produced independently by the student with limited technical guidance from the Chair and Committee.
- It is a product that exemplifies the student’s ability to think critically and to critically evaluate research, theory or other scholarly work.
- It represents a synthesis and integration of scholarly work, research, or theoretical perspectives.
- It represents a substantive scholarly contribution, demonstrating focus and depth of knowledge in a particular area of professional psychology.
- It represents a vehicle for the student to formulate and challenge hypotheses and to demonstrate an ability to communicate clearly both in writing and orally.
- It is a project or undertaking the topic of which is generally psychological in nature and consistent with the school’s mission.

2. Aim and Purpose: Once the problem and its implications have been defined in the prospectus, the writer should clearly delineate the individual project’s aims, purposes, and goals. This narrative section should include specifically what the student plans to do in the dissertation (e.g. propose a new treatment program for eating disorders with multicultural populations, make an argument for culturally sensitive treatments, and offer a new treatment approach based on the literature review). This section also includes how the student plans to accomplish his or her goals, (i.e., generate recommendations for improving service delivery to a particular underserved population, create a treatment manual for an under-researched clinical problem, design an empirical study to better understand a clinical issue, etc.).

3. Literature Review: After the aim and purpose have been clearly delineated, the student must identify the literature base(s) which needs to be addressed. A critical review of the literature is a key component of the dissertation prospectus and will be important in establishing the context of the dissertation proposal. As a general rule of thumb, the literature review should consist of at least 20 pages of double spaced text.
4. **Preliminary Outline of the Dissertation**: The preliminary outline should communicate the logical flow of ideas throughout the dissertation. The individual topics and sections should be delineated and followed by clear identification of constituent parts of each section or subsection. The outline should provide information on the dissertation’s comprehensiveness detailing the student’s coverage of relevant topics. Major points in the outline should include reference citations.

5. **References**: A reference list should be attached to the narrative statement of the problem, aim and purpose, and outline. The reference list should be as complete as possible documenting the candidate’s coverage of material. All references need to be cited according to the *APA Publication Manual* (6th Edition).

**Submission of Complete Draft of the Professional Dissertation**

No later than Finals Week of Summer Semester of the Third Year the Professional Dissertation Chair must notify the OAA that a complete draft of the Professional Dissertation (including text in all sections) has been completed by the student. One electronic copy of the full draft of the Professional Dissertation must also be submitted to the OAA along with a signed copy of the *Completion of Full Draft form*. The *Forms section* of this handbook contains a sample *Completion of Full Draft form*. Failure to meet this requirement results in loss of eligibility to apply for internships in Fall Quarter of Year Four, generates a grade of "U" (Unsatisfactory) in PSI 998 and other applicable consequences per the Grading and Remediation Policies, and delays graduation from the program by at least one year.

**Oral Defense of the Professional Dissertation**

Following the contract established at the Professional Dissertation Prospectus meeting, the student develops the Professional Dissertation manuscript. When the student, Chair and Committee determine that the Professional Dissertation is of acceptable quality and form, the oral defense is scheduled. The deadline for students to complete the oral dissertation defense is June 1st of the fourth year in the program.

The student contacts all Committee members and determines a mutually agreeable time and date, schedules a room for the defense to occur, and distributes a copy of the Professional Dissertation manuscript to each committee member a minimum of 10 working days prior to the scheduled defense. Typically, two hours is a sufficient time frame to complete the oral defense meeting. **The student must also notify the Dissertation Coordinator at least 10 working days in advance of the scheduled meeting using by submitting an Oral Defense Scheduling form.** The dissertation title must be typed in all capital letters on the scheduling form. This form will be posted outside the Dean’s Office to notify interested parties of the scheduled oral defense.

The Dissertation Committee Chair must be physically present for the Oral Defense Meeting. If the situation warrants, a committee member may be present for the Oral Defense Meeting by teleconference.

Because the Professional Dissertation Defense must be conducted with all members of the Committee present, in person or by teleconference, students are strongly encouraged to schedule alternate dates for the Professional Dissertation Defense as a precaution against a meeting being canceled because of emergencies or other unforeseen events that prohibit a member from being present. The only exception is
that for a committee with four members, the fourth member does not have to be present for the defense meeting.

The student and Professional Dissertation Committee meet for the oral defense. Those present include the Professional Dissertation Committee members and any students or faculty who may wish to observe or participate in the examination (first year students are encouraged to observe at least one Professional Dissertation defense). Students wishing to invite observers who are not members of the academic, scientific or professional community must have prior approval from the Chair. **Videotaping of the oral examination is prohibited.**

The Professional Dissertation Oral Defense meeting is conducted as follows:

- The candidate makes a 10-15 minute formal presentation of the Professional Dissertation.
- The Committee Chair and members examine the candidate.
- In the time remaining, the observers examine the candidate (if applicable).
- Any observers are excused from the room. At the Chair’s discretion, the candidate may be examined further by the Committee after any observers have been excused.
- The candidate is excused and the Committee evaluates the candidate.
- The candidate returns and receives the Committee's evaluation and any suggestions for revision of the Professional Dissertation.
- **The Chair provides a copy of these forms to the student and submits the signed Professional Dissertation Evaluation Rating Scale and Dissertation Revision Agreement to the OAA by June 1st.**

**Preparation of the Manuscript**

As a starting point for proper formatting of the final manuscript submitted for publication, students should adhere to the guidelines specified in this handbook. For all other related questions, students should refer to the APA Publication Manual, 6th edition or contact the Dissertation Coordinator in the OAA for assistance.

Care should be taken to maintain format consistency throughout the dissertation. Students should contact the Student Technology Assistance Center (STAC) in Dunbar Library for assistance as needed to properly format the final dissertation in Microsoft Word.

**All final Professional Dissertations submitted electronically to the Dissertation Coordinator for must meet the following formatting standards.**

**Spacing and General Format**

The general text must be double-spaced. The spacing and general format of tables, figures, headings, captions, quotations, footnotes, bibliographies, etc., must conform to the specifications in the APA Publication Manual, 6th edition
Margins

Margins should be consistent throughout the dissertation. All pages should have approximately 1.5" margins on the left and approximately 1" margins on the right, bottom, and top of each page. The only exception is the first page of a chapter or section which should have a 2" margin at the top. Supplementary materials (printouts, tables, photographs, questionnaires, etc.) should also meet these margin requirements.

Pagination

Preliminary pages: The pages preceding the text, or body, of the Professional Dissertation (e.g., abstract, table of contents, dedication, etc.) are to be numbered in lower case Roman Numerals (e.g., iii, iv, etc.) and centered approximately 3/4" above the bottom of the page. The title page, approval sheet and copyright page (if used) are considered as preliminary pages and should not be numbered. Preliminary pages are numbered consecutively, beginning with "iii" on the first page of the abstract. If a copyright page is used, then page numbering begins with "iv" on the first page of the abstract.

Text and reference pages: Starting with the first page of the text, or body, of the Professional Dissertation, the remaining pages (including the bibliography and appendices) are numbered consecutively in Arabic numbers (i.e., 1, 2, 3, etc.). Page numbers on the first page of a chapter or a section are to be centered approximately 3/4" above the bottom of the page. In the same manner, all succeeding page numbers in the chapter or section are to be centered approximately 3/4" above the bottom of the page. Do not use punctuation marks before or after page numbers, do not use the word "page" with the number, and do not underline the page number.

Typeface

The preferred typeface is Times New Roman with 12-point font size. The typeface must be consistent throughout the manuscript.

Corrections

All corrections, including typographical errors, to the Professional Dissertation must be made prior to final submission of the electronic dissertation to OAA and/or prior to publication with the OhioLINK ETD Center.

Order of Sections

The prescribed order of dissertation sections is given listed below. Sections with an asterisk are optional except that lists of figures and tables are required when they appear in the text. A Professional Dissertations that does not follow the prescribed order will be returned to the student for correction.

Preliminary Pages

| Title Page |
| *Copyright Page |
| Approval Sheet |
| Abstract |
| *Table of Contents |
Body
Text of Professional Dissertation

Reference Pages
*Appendix / Appendices
References

Title Page
The title page must conform exactly in spacing and capitalization to the sample provided in the **Forms section** of this handbook. The title should clearly describe the contents of the Professional Dissertation. Your name should be given in full and must be followed by the highest degree previously earned. For many SOPP students, this will include the PsyM degree. The date should indicate the *month and year* in which your degree will be conferred (i.e., July, August or September and the year that internship is completed). Margins of the title page must conform to the requirements listed below.

Approval Sheet
The approval sheet should conform exactly to the sample format provided in the Forms section of this handbook. Use capital letters for the dissertation chair’s statement and use boldface type for the author’s name and title of the dissertation.

An approval sheet, signed by the Dissertation Chair and Associate Dean, must be submitted to the Dissertation Coordinator on white, bond quality paper (i.e., with a visible watermark) along with the electronic dissertation by July 15th, or two weeks prior to early departure for internship, if applicable. The approval sheet is prepared by the student and is not supplied by the OAA. All signatures on the approval sheet must be original. This document will be kept in the student’s academic file. **NOTE:** The approval sheet for the electronic dissertation must **not** contain signatures.

The margins of the approval sheet should conform to these requirements: 2 inch top margin, 1.5 inch left margin, and 1 inch right margin. In addition, the date on the approval sheet should correspond as closely as possible to the date the dissertation chair signs the form and the electronic dissertation is submitted by the student to OAA. The date on the approval sheet must match for both the signed hard copy submitted to OAA and the approval sheet included in the ETD.

Abstract
The abstract should succinctly summarize the contents of the Professional Dissertation, stating the problem, procedure or methods used, results, and significant conclusions. It should not exceed 350 words. The abstract is prepared in a single paragraph, block quotation format with no paragraph indentation. The
margins of the abstract should conform to these requirements: 1 inch top margin, 1.5 inch left margin, and 1 inch right margin.

Table of Contents

The inclusion of a table of contents is optional. Guidelines for the format of a table of contents are not provided in the APA Publication Manual. For this reason, students should consult with the Dissertation Chair concerning format of the table of contents. The margins of the Table of Contents should conform to these requirements: 1 inch top margin, 1.5 inch left margin, and 1 inch right margin.

Review of the Electronic Dissertation (ETD)

Students are strongly encouraged to email their dissertation to the Dissertation Coordinator as soon as possible for a preliminary format review. History has shown that waiting until after the oral defense and final content revisions are done to request a format review can leave students in a time crunch before the deadline and leaving for internship. The format review process and submission for publication can take a week or two with up to 3-5 format revisions depending on the extent of needed revisions, the student's schedule and format review of other dissertations by the Dissertation Coordinator.

Once the student has basically completed writing the dissertation, it should be submitted for a preliminary format review. This can be done early in Spring semester to get the review process started. Content revisions and final format revisions will be completed following this initial review. In so doing, students will save considerable time and stress from waiting until after the oral defense and any final content revisions are done. If in doubt about when to start the preliminary format review process, students should consult with their dissertation chair. The final format review will be done after the oral defense and content revisions are completed.

Submitting the Final Electronic Dissertation (ETD)

SOPP has developed detailed procedures for students to submit an electronic dissertation. For additional information regarding the submission of an electronic dissertation, please review the Frequently Asked Questions at the end of this handbook.

All fourth-year SOPP students eligible to begin their internship in the subsequent academic year must submit their final professional dissertation electronically to the Dissertation Coordinator by July 15th. Exception: Those students scheduled to begin their internship early (i.e., in the summer) must submit their final electronic dissertation no later than two weeks before departing for internship.

IMPORTANT: Students have the following options with regard to submitting their approved Professional Dissertation. Students may:

1) Elect not to submit their electronic dissertation (ETD for publication with the OhioLINK ETD Center; however, all dissertations must be submitted electronically in .pdf format to the Dissertation Coordinator in the Office of Academic Affairs (OAA) by the stated deadline.
In addition, an approval sheet must be submitted to OAA on white, bond quality paper (with a watermark) signed by the dissertation chair and Associate Dean and/or 2) Submit their ETD for publication with the OhioLINK ETD Center (optional) as described in these instructions.

Students must submit their electronic dissertations in Adobe Acrobat Portable Document Format (PDF). PDF files should have all fonts embedded and may not disable printing or text access. Dissertations prepared in Microsoft Word can easily be converted to PDF. To convert your document to a PDF file in Microsoft Word, click Save As, select a location to save the file, type in a file name, select PDF from the Save As Type options, then click Save. If you are unable to convert the Word document to PDF on your computer, you must first install a PDF converter on your computer. There are a number of free PDF converters available for download by searching online. For questions of a technical nature concerning PDF, HTML, etc., please contact the Student Technology Assistance Center at (937) 775-2656.

Students should submit their electronic dissertations to the Dissertation Coordinator for format review and/or publication with the ETD Center only after the following actions have been completed:

Format Review

- The final dissertation manuscript, with all content revisions completed as recommended by the Dissertation Committee, must be forwarded via email to the Dissertation Coordinator for a final format review prior to publication with the ETD Center. This review will evaluate the dissertation for proper format as established in this handbook and the APA Manual, 6th edition. This review is intended to ensure the final dissertation meets quality standards regarding proper format as the final step in completing the Professional Dissertation requirement and/or prior to publication.

- The dissertation approval sheet with all required signatures must be submitted to the Dissertation Coordinator on white, bond quality paper (i.e., with a watermark) by July 15th or departure for early internship, if applicable. This document will be kept in the student’s academic file in OAA. The Professional Dissertation requirement is not considered complete until the final ETD and signed approval sheet are received by the Dissertation Coordinator. The ETD will not be published with the ETD Center until all format revisions have been completed and the Dissertation Coordinator receives the signed approval sheet.

IMPORTANT: The approval sheet submitted with the electronic dissertation for publication must not contain signatures of the dissertation chair and approval authority.

Once the format review has been completed and the signed approval sheet has been received, the Dissertation Coordinator will inform the student that he/she has completed the Professional Dissertation requirement and that he/she may submit his/her electronic dissertation for publication with the ETD Center, if applicable.
Publication with the OhioLINK ETD Center

The OhioLINK ETD Center is a repository for complete, final theses and dissertations. To submit an electronic dissertation for publication, students should follow these steps:

1. Go to https://etdadmin.ohiolink.edu
2. Create a user account (user name and password)
3. Click “Create New ETD” button
4. Select “Submit this new ETD for myself”
5. **Read the ETD Submission section and OhioLINK ETD Center Publication Agreement carefully**
6. Select “Wright State University Professional Psychology Program” from the Institution/Unit menu
7. Select the appropriate ETD submission option and select the statement acknowledging agreement to publish the ETD
8. Click the Save and Continue button

Complete the remaining sections in the submission workflow. Click the Save and Continue button to advance to the next section. Your progress is indicated in the scale at the top of each section.

**Information About Your Paper:** Enter title, abstract, keywords, and subject headings. Total pages should include preliminary pages.

**Degree Information:** Select Doctor of Psychology (PsyD), School of Professional Psychology and enter degree year (2014), enter dissertation committee information.

**Publication Information:** Select the appropriate Copyright, Delay (if applicable) and UMI options; **NOTE-1:** If electing to publish your dissertation with OhioLINK, you are advised to select *Copyright, all rights reserved (Fair Use)*. Selecting one of the other options gives up some of your rights (copying, distribution, etc.) which may not be advisable. **NOTE-2:** Please consult with OAA before requesting a publication delay; **NOTE-3:** Select “Do not upload my paper to UMI. I retain the option to submit it myself at a later date.”

**ETD Documents:** Select document type, choose the .pdf file for your ETD, then click the Upload button (the ETD will appear in the Documents section at the bottom of the page); **NOTE:** The approval sheet submitted as part of the ETD must not contain signatures.

**Submission Review:** Verify all metadata for your ETD is correct – make any necessary changes as instructed.

**Once you are satisfied that all of your ETD information is accurate and the .pdf file (ETD) is listed in the Files section, click the Submit My ETD button.** An email will be automatically generated to you confirming your ETD submission. Read and verify all the information and contact OAA if any corrections are needed.
An email will be sent to the Dissertation Coordinator in OAA as notification that your ETD has been submitted for review. Once the electronic dissertation (PDF file) has been submitted, it will reside in a secure location on the ETD site where it may only be accessed by the Office of Academic Affairs OAA Dissertation Coordinator who may publish, edit, or reject the submission and can modify or correct any of the submitted fields. Corrections can be made to names, dates, degree, etc. If there are any discrepancies, you will be notified to make any needed changes and to resubmit your ETD. Once published, you will receive a confirmation email with a unique accession number which identifies your ETD in the OhioLINK ETD Center.

The Dissertation Coordinator will publish an ETD after reviewing the electronic dissertation for accuracy and completeness. Publication of dissertations electronically will make them available in a timely manner as scholarly works to students and other researchers via OhioLink.

After the dissertation is published online, the ETD system immediately moves the document into the publicly accessible site. Upon approval, the document’s bibliographic information, abstract, and full-text are included for public use. Students will receive an email notification when the dissertation is published. Once published, it is usually not possible to make any changes to the dissertation or to any other information supplied. When an electronic dissertation is submitted, the student gives OhioLINK and SOPP permission to make the dissertation available for open access on the Internet including access through major Internet search engines.

Copyright

Copyright is a form of legal protection for original works of authorship, including works published online. Copyright applies to a work as soon as it is created in a tangible form, such as being saved to an electronic file. Your electronic dissertation is automatically protected by copyright, although you may choose the additional protection of registering your copyright. For further copyright information, please see the U.S. Copyright Office Frequently Asked Questions at http://www.copyright.gov/help/faq/.

A copyright gives the author of a dissertation the right to exclude others from reproducing or displaying one’s original work. If you are interested in applying to copyright your dissertation, you should visit the U.S. Copyright Office’s official website at http://www.copyright.gov/ for information and downloading forms.

Copyright also protects any other authors’ works included in a dissertation. SOPP students must adhere to applicable copyright provisions as stated in the ETD Center Publication Agreement and APA Manual, and work with their dissertation committee to ensure compliance.

In cases where a patent, copyright, or other intellectual property issue is involved, the student and/or Dissertation Chair may submit a written request for a publication delay, or embargo, of the electronic dissertation to the Associate Dean for up to six months. If needed, a second six-month publication may be requested (prior to the first delay expiring). When an ETD is submitted to the ETD Center and a publication delay is approved, the ETD is placed on a secure OhioLINK server and is not released to an OhioLINK public server. Basic information about the dissertation (author, title, etc.) and its abstract are viewable online until the publication delay has been removed and the full text of the dissertation is published. The electronic dissertation will be automatically published when the publication delay period has expired.
Further information pertaining to publishing the dissertation, restricting access, technical issues uploading an ETD, making changes to an ETD, and obtaining a hard bound copy of the manuscript can be found at the following FAQ link: http://www.wright.edu/sopp/documents/FrequentlyAskedQuestions.pdf.

To obtain assistance with submitting an electronic dissertation, contact the Dissertation Coordinator. For technical questions related to formatting the dissertation, contact the Student Technology Assistance Center (STAC) located in Room 240, Paul Laurence Dunbar Library. This office can be reached by calling 937.775.2656 or email at www.libraries.wright.edu/stac, The STAC has the resources and technical knowledge to assist students with properly formatting their dissertation in Microsoft Word.

Electronic Theses and Dissertations (ETDs) – Frequently Asked Questions

1. **What is an ETD?** An ETD is an electronic thesis or dissertation.

2. **What is the OhioLINK ETD Center?** The ETD Center is a free, online database of Ohio’s master’s and doctoral theses and dissertations from participating OhioLINK member schools. It contains the abstract for all included theses and dissertations. The full-text is also available if it was submitted.

3. **Who can use the ETD Center?** The ETD Center is freely accessible worldwide to anyone interested in searching, viewing, and downloading the theses and dissertations published in Ohio. Using a standard Web browser, users can search the database using basic keyword searching. Authors, university affiliation, and abstracts are all indexed.

4. **Why is SOPP requiring its students to submit an electronic dissertation versus a print copy?** ETDs are available on the Internet as documents representing the best in electronic scholarship. Your electronic dissertation will contribute to disseminating and sharing scholarship worldwide as Wright State and other major universities in Ohio work together to build a comprehensive collection of theses and dissertations on deposit with OhioLINK.

Retrieving a copy of a print dissertation takes time and there is often a retrieval fee. The ETD Center eliminates the delay between searching and retrieving, giving researchers immediate access to the most current research occurring on Ohio’s campuses. Plus, electronic archiving in the statewide site eliminates the need for physical storage of SOPP dissertations on campus.

5. **Which office within SOPP coordinates and approves the submission and publication of electronic dissertations?** The Dissertation Coordinator in collaboration with the Office of Academic Affairs (OAA).

6. **What am I agreeing to when I submit my ETD? What is the publication agreement?** When you submit your ETD, you give OhioLINK and SOPP permission to make your dissertation available for open access on the Internet, including access through major Internet search engines.

7. **May I restrict access to my dissertation?** Permanently restricting access only to SOPP or Wright State University is prohibited.

8. **I’m having problems opening a PDF file. What can I do?** During submission, PDF files are checked to confirm they are not corrupted or otherwise broken. However, the large file sizes for some ETDs can cause
two recurring problems. First, your Internet connection may go down while the file is transferring. If that happens, you will need to make sure the connection is back up and try opening the file again.

Second, the browser plug-in for Adobe Acrobat Reader may have problems with large files, especially when it is used with the Firefox web browser. If the browser plug-in cannot open the file, please download the PDF file to your desktop and open it from there. To download the file, right-click the ETD's “Download Full Text” link and select the appropriate option, usually “Save Target As…” or “Save Link As…”.

If the problem persists, contact the Student Technology Assistance Center for assistance.

9. My dissertation has been published in the ETD Center. Can I make changes to it?

Material in the ETD Center is considered to be a record of completed work and in most cases may not be edited after publication. In rare cases, exceptions may be made to correct substantial problems in an ETD that affect its content. Published dissertations are generally not corrected for misspellings or typographical errors. Any request for corrections to your dissertation should be directed to the Office of Academic Affairs.

10. My dissertation has been published in the ETD Center. Can I have it temporarily or permanently removed?

Material in the ETD Center is considered a permanent part of a research collection, under publication terms agreed to during the submission process. OhioLINK does not remove a published ETD unless there are critical problems with its content or with the degree for which it was written. Such problems include, but are not limited to, plagiarism, incorrect or misrepresented research results, failure to complete the degree, or revocation of the degree.

11. My dissertation has been published in the ETD Center. Can I get a hardbound copy of it?

The best option for getting a hardbound copy of your electronic dissertation is the widely used online service, Thesis on Demand, at www.thesisondemand.com, which allows you to upload the PDF file of your document, select binding options, and have the finished volume shipped to you. Local copy shops (including FedEx and UPS stores) or professional book binderies may also be able to assist you.

12. Who should I contact if I need assistance with my electronic dissertation?

Dissertation Coordinator
Office of Academic Affairs
117 Health Sciences Bldg.
937.775.3459

Student Technology Assistance Center (STAC)
240 Paul Laurence Dunbar Library
937.775.2656

www.libraries.wright.edu/stac
SCHOOL OF PROFESSIONAL PSYCHOLOGY
PROFESSIONAL DISSERTATION
CHAIR AND GENERAL TOPIC

Please note: This form should be used when informing the Office of Academic Affairs of the faculty member selected as the Professional Dissertation Chair and the general topic of the Professional Dissertation. If one or more members of the Professional Dissertation Committee have also been selected, their names may also be included on this form. However, only the name of the Dissertation Chair is required.

Date: ______________________

Student’s Name: _______________________________________________________

General Topic: __________________________________________________________

_____________________________________________________________________
_____________________________________________________________________

Professional Dissertation Chair: _________________________________________

Dissertation Committee Members (optional): ________________________________

_____________________________________________________________________
_____________________________________________________________________

I agree to serve as Chair of this Professional Dissertation (please sign below):

__________________________________________________________  ______________
Dissertation Committee Chair Date

Approved:

__________________________________________________________  ______________
Associate Dean Date

Please note: The Dissertation Chair must be a member of the School’s fully-affiliated (core) faculty; one or both members may be drawn from the School’s fully-affiliated (core), contract, adjunct or clinical faculties, or the community of professional or academic psychologists; in addition, one of the two committee members may be drawn from another profession or academic discipline; a fourth person may be added to the committee at the discretion of the Chair and student.
Student’s Name: ________________________________________________________________

Dissertation Topic or Title: ____________________________________________________________________________________________

__________________________________________________________________________________________

Please print names of Dissertation Chair and Committee Members below:

Dissertation Chair: ________________________________________________________________

Committee Member: ______________________________________________________________

Committee Member: ______________________________________________________________

Committee Member (optional): ______________________________________________________

I agree to serve on the above named dissertation committee:

Dissertation Chair: ________________________________________________________________

Signature ___________________________ Date __________

Committee Member: ______________________________________________________________

Signature ___________________________ Date __________

Committee Member: ______________________________________________________________

Signature ___________________________ Date __________

Committee Member (optional): ______________________________________________________

Signature ___________________________ Date __________

Approved:

______________________________________________________________________________

Associate Dean ___________________________ Date __________

Please note: The Dissertation Chair must be a member of the School’s fully-affiliated (core) faculty; one or both members may be drawn from the School’s fully-affiliated (core), contract, adjunct or clinical faculties, or the community of professional or academic psychologists; in addition, one of the two committee members may be drawn from another profession or academic discipline; a fourth person may be added to the committee at the discretion of the Chair and student.
SCHOOL OF PROFESSIONAL PSYCHOLOGY
PROFESSIONAL DISSERTATION
SUMMARY OF PROSPECTUS MEETING

Student’s Name: __________________________________________________________

Date of Meeting: __________________________________________________________

Time of Meeting: __________________________ Location: _________________________

The Dissertation Committee recommends the following changes (attach additional comments as needed):

Other Comments:

INSTRUCTIONS: Please evaluate the student’s completion of the Professional Dissertation Prospectus. At a minimum, the prospectus must contain an Introduction/Focus of the Dissertation including a Statement of the Problem, Aim and Purpose, Literature Review, Preliminary Outline, and References. If the student's performance is unacceptable (Fail), the student is required to engage in remedial work to revise the prospectus as directed by the Dissertation Committee. Include the rationale for assigning a Fail rating and submit the form to the Office of Academic Affairs.

Prospectus Rating (check one): ☐ Fail ☐ Pass with Revisions ☐ Pass

Please sign below:

Committee Chair: ________________________________________________________
Committee Member: _______________________________________________________
Committee Member: _______________________________________________________
Committee Member (optional): ______________________________________________

Note: The Dissertation Committee Chair must be physically present for the Prospectus Meeting. If the situation warrants, a committee member may be present for the Prospectus Meeting by teleconference.

Please attach a copy of the student’s prospectus and submit it to the Office of Academic Affairs by the last day of final exam week in Summer semester of the student’s second year in the program.

Revised 10.14.13
SCHOOL OF PROFESSIONAL PSYCHOLOGY
PROFESSIONAL DISSERTATION
COMPLETION OF FULL DRAFT

Student’s Name: ___________________________________ Date: __________________

Dissertation Committee Chair: ______________________

Professional Dissertation Title: ___________________________________________
_______________________________________________________________________
_______________________________________________________________________

This is to verify that the above named student has submitted a full draft of the Professional Dissertation and that it meets the requirements of the School of Professional Psychology for the full dissertation draft (please sign below).

_____________________________________________
Student

_____________________________________________
Professional Dissertation Chair
PLEASE NOTE: The Dissertation Committee Chair must be physically present for the Oral Defense Meeting. If the situation warrants, a committee member may be present for the Oral Defense Meeting by teleconference.

DOCTORAL CANDIDATE: ___________________________ CLASS: __________________

DISSERTATION COMMITTEE CHAIR: ___________________________________________

COMMITTEE MEMBER: _______________________________________________________

COMMITTEE MEMBER: _______________________________________________________

INSTRUCTIONS: Please evaluate this student's demonstration of knowledge and competency in professional/scientific research areas as compared to other graduate or professional students in psychology whom you have known, who have completed two years of post-baccalaureate work in professional areas of psychology. If the student's performance is rated unacceptable (0) for either the written or oral portion, the student is required to engage in remedial work and repeat the oral defense; if either evaluation is Below Average/Marginal, the student may be required to repeat the oral defense at the Committee's discretion.

THE PROFESSIONAL DISSERTATION WRITTEN WORK SAMPLE is a scholarly or creative work that meets the following criteria:

- It is an original creative work.
- It is produced independently by the student with limited technical guidance from the Chair and Committee.
- It is a product that exemplifies the student's ability to think critically and to critically evaluate research, theory or other scholarly work.
- It represents a synthesis and integration of scholarly work, research or theoretical perspective.
- It represents a substantive scholarly contribution, demonstrating focus and depth of knowledge in a particular area of professional psychology.
- It represents a vehicle for the student to formulate and challenge hypotheses and to demonstrate an ability to communicate clearly both in writing and orally.
- It is a project or undertaking the topic of which is generally psychological in nature and consistent with the School's mission.

Please continue on next page ....
I. **EVALUATION OF STUDENT'S WRITTEN MATERIALS** (Work Sample) -- Based on this written work sample, this student's knowledge and competency in professional/scientific research areas is:

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THE PROFESSIONAL DISSERTATION ORAL EXAMINATION is designed to accomplish the following objectives:

- To evaluate the breadth and depth of the candidate's knowledge in the subject matter of the professional dissertation as well as in related academic, scientific or professional areas.
- To evaluate the candidate's ability to think critically and to critically evaluate research, theory or other scholarly work.
- To evaluate the candidate's ability to synthesize and integrate scholarly work, research or theoretical perspectives.
- To evaluate the candidate's ability to communicate clearly both orally and in writing.

II. **EVALUATION OF STUDENT'S ORAL EXAMINATION** (Panel Meeting) – Based on the student's performance during the oral examination, this student's knowledge and competency in professional/scientific research areas is:

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III. **RECOMMENDATIONS:**

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Please sign below:

Dissertation Committee Chair ________________________________ Date ___________
Dissertation Committee Member ________________________________ Date ___________
Dissertation Committee Member ________________________________ Date ___________
Dissertation Committee Member (optional) ________________________________ Date ___________
Professional Dissertation Revision Agreement

WRIGHT STATE UNIVERSITY

Doctoral Candidate: ______________________________ Date: __________________

Suggested Revisions:

________________________________________________________________________
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________________________________________________________________________
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________________________________________________________________________
________________________________________________________________________

Date by which revisions are to be completed: __________________________

Please sign below:

Doctoral Candidate: ______________________________ Date: _________________

Dissertation Chair: ______________________________ Date: _________________
TITLE

PROFESSIONAL DISSERTATION

SUBMITTED TO THE FACULTY

OF

THE SCHOOL OF PROFESSIONAL PSYCHOLOGY

WRIGHT STATE UNIVERSITY

BY

[CANDIDATE’S FULL NAME, DEGREE]

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF

DOCTOR OF PSYCHOLOGY

Dayton, Ohio

[July, August or September, Year degree conferred]

COMMITTEE CHAIR:

Committee Member:

Committee Member:

Committee Member (optional):

25
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______________________________
[Full, legal name of Dissertation Chair]
Dissertation Chair

______________________________
Jeffrey B. Allen, Ph.D., ABPP-CN
Associate Dean