



Clinical Psychology Doctoral Program Dissertation Project

Entry & Continuation Form

Student Name: _____

Students begin working on their dissertation project at varied times in the Clinical Psychology Doctoral Program. This form includes a basic communication agreement and 9 sections which are to be completed one at a time at the start of each semester (fall, spring, and summer) from (at latest) the spring semester of students' 3rd year in the program through the end of their work on their dissertation. Stages 3 onward may need to be repeated if student fails to complete the agreed upon step of their dissertation project (such as proposal or IRB application) in a timely fashion.

I. Basic Communication Agreement:

Chair: Communication with advisee will be by (circle all that apply):

1. Email (with _____ hr turnaround)
 - If advisee does not get response from me within _____ days, should prompt me
 - Advisee can / cannot expect a confirmation of receipt from me
2. Phone / Skype
 - Phone Number:
 - Skype Username:
3. In-person meetings
 - Weekly / Monthly / As necessary

Chair: Will / will not

1. Will / will not accept emailed copies (in Word) of drafts
2. Will / will not accept hardcopies of drafts
 - ___ in my Lodge B mailbox
 - ___ mailed to my home at:
 - ___ delivered to me in my office
 - ___ other:
3. Will / will not only accept hardcopies of drafts
4. Will accept _____ number of pages (or chapters) per draft submission
5. Will / will not line edit, fix grammatical errors
6. Will / will not make comments in Track changes Word file
7. Will / will not make comments in margins on hardcopy
8. Will / will not expect student to use peer-review before submitting any drafts to chair and/or committee members
9. Will / will not expect student revisions within _____ weeks (unless other timeline arranged for particular section and/or time of year)

II. To Be Completed by Student:

I understand the parameters of this communication agreement as detailed above between myself and my dissertation chair, Dr. _____. Failure to adhere to this communication agreement will jeopardize my dissertation project continuation.

_____ I understand that I, as the dissertation project student, am responsible for moving the project along and providing the best possible drafts to my chair in a timely manner.

_____ I understand that I may need to seek outside writing help for basic writing issues such as grammatical errors, organization, and writing style – possibly at cost to me.

_____ I understand that the attached 9 stages will be reviewed with my chair at the beginning of every semester (fall, spring, and summer) in order to establish a timeline for completion of my dissertation project. Failure to follow the timeline or adhere to deadlines set forth in it may put my doctoral candidacy at risk.

Student Signature: _____ Date: _____

Dissertation Chair Signature: _____ Date: _____

III. Dissertation Stages

Stage 1 (no later than Spring of 3rd Year): ____ / ____ /20_____ is my expected completion date for this stage

1. Proposed Dissertation Title: _____
2. Dissertation Committee Chair Selection: _____
3. Proposed Dissertation Methodology: _____
4. Projected Literature Review Completion: _____
5. Notes on this stage of the process for student: _____

Stage 2 (no later than Summer of 3rd Year): ____ / ____ /20_____ is my expected completion date for this stage

_____ I understand that I must successfully propose by October 15th of my 4th year in order to be allowed to apply for internship for my 5th year.

Student signature: _____ Date: _____

1. Dissertation Title: _____
2. Dissertation Committee Chair: _____
3. Dissertation Committee Member 1 Selection: _____
4. Dissertation Committee Member 2 Selection: _____
5. Projected Final Literature Review completed by: _____

- 6. Projected Final Methodology Section completed by: _____
- 7. Draft of Proposal due to chair by _____ / _____ / 20_____
- 8. Final Proposal draft to Chair by _____ / _____ / 20_____
- 9. Final Proposal draft to Committee (after approval of chair) projected by: _____
- 10. Projected Proposal Date (i.e., beginning of August, end of June): _____
- 11. Actual Proposal Date Scheduled: _____
- 12. Revisions of Defended Proposal Expected to Chair by: _____
- 13. IRB Certification Completion: _____
- Notes on this stage of the process for student: _____

Stage 3 (no later than October in the Fall of 4th Year): _____ / _____ /20_____ is my expected completion date for this stage with a proposal Date by: _____ / _____ / 20_____.

- 1. IRB application draft to chair: _____
- 2. IRB application draft for internal review: _____
- 3. IRB formal application processed: _____
- 4. Notes on this stage of the process for student: _____

***Once IRB has approved the student’s application, the student may move forward with their project. The following stages should be laid out by the chair and the student once the IRB application is approved. Students and chairs should reference **the Dissertation Roadmap and Individual Timeline to Completion** (both can be found on the PSY 838, 839, 842 syllabus) for a full listing of the various pieces of the process (recruitment, data collection, coding, analysis, etc).

Stage 4 (no later than Spring of 4th Year): _____ / _____ /20_____ is my expected completion date for this stage

- 1. IRB application complete and clearance achieved:
- 2. Proposal for dissertation completion timeline:

Stage 5 (no later than Summer of 4th Year): _____ / _____ /20_____ is my expected completion date for this stage

Stage 6 (no later than Fall of 5th Year): _____ / _____ /20_____ is my expected completion date for this stage

Stage 7 (no later than Spring of 5th Year): _____ / _____ /20_____ is my expected completion date for this stage

Stage 8 (no later than Summer of 5th Year): ____ / ____ /20____ is my expected completion date for this stage

1. Final Draft of Full Dissertation to Chair: _____
 - a. Agreed turnaround time for chair: _____
 - b. Notes on timing of final draft (high volume times for faculty/ travel/ etc): _____

2. Approved Final Draft of Dissertation to Committee: _____
 - a. Agreed turnaround time for committee members: _____
 - b. Notes on timing of final draft to committee members: _____

3. Dissertation Defense Scheduled by: _____
4. Dissertation Defense on: _____
5. Dissertation Revisions Completed by: _____

Stage 9 (if needed, for into the 6th Year): ____ / ____ /20____ is my expected completion date for this stage

Additional Stages should be added as needed. (Note: At Year 6 on, deadlines for dissertation work and finalized written section, as well as defense will be strictly adhered to)