

Procedures for Dissertation Presentations

Procedures

Prior to meeting—

Send copy of entire dissertation, table of contents, and references to committee at least two weeks prior to presentation. Offer to send a paper copy if desired by member(s) of the committee. If anyone wants a paper copy let me know and I will get it to them.

Email Betty Ann to schedule defense. Include in that email a copy of your Abstract. She has to send it to the Graduate School.

Dress professionally for this. It is a serious step in your education.

Go to ELPA office at least 30 minutes prior to scheduled defense to complete paperwork.

Arrive early for the presentation, but don't act impatiently when waiting on committee members to arrive. Take into consideration the parking challenges when planning your arrival.

At meeting—

When everyone has gathered, student will be asked to leave the room. In the student's absence, the chair will ask committee if anyone has concerns about proceeding with proposal. It would be unusual for there to be serious concerns or committee members would have contacted the chair prior to the meeting, but there may be specific things committee members want to address with the chair while the student is out of the room. In addition to the committee there will be a representative of the graduate school in attendance. The graduate school representative is observing the process of the defense and making sure that the committee is doing their job right.

When the student returns to the room, the student will walk through the completed study with the committee. Powerpoints are helpful for quantitative studies but not required. You may prepare a bulleted handout or may just conversationally walk the committee through the following points.

- I. Title of Dissertation
- II. Statement of the problem
- III. Purpose of the study
- IV. Research questions
- V. Participants
- VI. Methodology
- VII. Findings
- VIII. Recommendations for practice and for further research

Be prepared for questions and suggestions. Do not get defensive. This is a scholarly discussion among professional educators. The outcome of this meeting will be a stronger dissertation.

At the conclusion of the meeting, the student will be asked to leave the room again. In the student's absence, the chair will confirm that the committee is satisfied with the dissertation. The student will return to the room and papers will be signed.

After the meeting—

The student will complete paperwork and take to graduate school.