

Procedures for Proposal Presentations

Procedures

Prior to meeting—

Send copy of first three chapters, 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.

Email Betty Ann to schedule presentation.

Secure permission from authorities where research will be done, Directors of Schools, principals, etc. Bring copies of permission(s).

Complete and bring IRB forms to proposal.

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

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.

When the student returns to the room, the student will walk through the proposed study with the committee. No powerpoint is necessary nor desired. 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

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 proposal for your research.

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 proposal. The student will return to the room and papers will be signed.

After the meeting—

The student will complete paperwork requesting approval from IRB to conduct the research.