NOVA SOUTHEASTERN UNIVERSITY
DEPARTMENT OF CONFLICT ANALYSIS AND RESOLUTION
DISSERTATION PROGRESS CHECKLIST

Student Name:_______________________________________________
Work Phone:_________________________ Cell:_______________________ Home:____________
Email:___________________________    ______________________________
Working Title:__________________________________________________________________________________

DISSERTATION PREPARATION CHECKLIST

I.   Step One: Selection of Dissertation Chair and Committee Members &
        Enrollment into Dissertation Courses
        Dissertation Term 1 CARD 7901 course; Timeline: 3 to 4 months

☐ Enroll into CARD 7901, the Dissertation Preparation course

☐ Selection of Dissertation Chair
  o An original copy of the Dissertation Chair Form must be signed and dated by the Dissertation
    Chair; it must then be turned into the DCAR Administrative Assistant to be eligible for
    enrollment into the CARD 7901 course.
  o Should you elect to change Dissertation Chairs, permission must be first acquired from your
    current Chair; then, have the old and new Chairs sign and date the form entitled, ‘Request to
    Change Dissertation Committee Chair/Member’.

☐ Selection of Dissertation Committee
  o An original copy of the Dissertation Committee Form must be signed, dated by the Chair and
    Committee Members within 6 months from the start of enrollment into the CARD 7901 course.
  o The Dissertation Committee Form must then be turned into the DCAR Administrative
    Assistant, within 6 months of enrollment in the dissertation courses.

☐ Work with your Dissertation Chair and Committee to develop your proposal and dissertation writing
  process, including setting timelines and deadlines for critical tasks.

☐ After completing CARD 7901, enroll into CARD 7900, the Dissertation Course.
  o Students who have completed CARD 7901 with a ‘Pass’, may contact the DCAR
    Administrative Assistant with the signed Dissertation Chair Form.
  o Enroll into CARD 7900 under your Chair’s appropriate CRN number.

II.   Step Two: Development and Writing of the Dissertation Proposal
        Dissertation Term 1 and 2, CARD 7901/7900; Timeline: 3 to 6 months

☐ Gather data for literature review (at least 10-20 articles per week)
  o Start formulating a research problem and questions

***The Dissertation Checklist was developed by Ms. Nkaze Chateh Nkengtego, under supervision of Dr. Claire Michele Rice, and
DCAR Faculty and Staff, Department of Conflict Analysis & Resolution, Graduate School of Humanities & Social Sciences, Fall 2011.
Last Revised 8/29/2013***
开始文献回顾
- 分类文献并创建大纲

编纂文献回顾
- 开发工作研究目的
- 最终确定研究问题、目标和/或假设

与委员会成员会面讨论提案进展

完成文献回顾
- 确定方法论

撰写初步提案

提交提案

精炼提案

提交最终提案并接受委员会的签署

安排并进行提案答辩
- 将《提案答辩表》带到答辩中以供适当的评估和签署。

如果需要的话，开发《机构审查委员会（IRB）提案》，用于涉及人类研究。
- IRB 会议于每月的第二个星期四举行。提交表格和协议必须在每月的最后一个工作/业务日之前提交到办公室。寻求资助和合同。

III. 第三步：论文写作和答辩

时间线根据研究和过程而异——与指导委员会安排日程

分类文献并创建大纲
- 给自己至少3到6个月的时间来扩展对文献的回顾，因为对学位工作的文献回顾可能需要更长的时间。根据研究的性质，文献回顾可能需要更长的时间。
- 使用这段时间来精练问题陈述、研究目的和问题。

收集和分析数据（数据收集和分析的时间长度因定量/定性/元分析等而异）

第1章：撰写问题陈述、研究目的和问题。

第2章：扩展文献回顾

第3章：扩展文献回顾，完善研究方法论。

第4章：开始数据分析和呈现

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Chapter 5: Discussion and Implications of the Study

Submit to committee
  - Timeline for feedback varies; however, allow at least 2 to 3 weeks for review of dissertation.

Refine dissertation

IV. Step Four: Final Defense of the Dissertation

Timeline Varies Depending on the Study and Process—Work on a Schedule with Chair

Submit finalized dissertation to committee

Await sign-off from committee
  - Timeline for feedback varies; however, allow at least 2 to 3 weeks for review of dissertation before the defense.
  - Make necessary changes

Schedule the defense
  - Two weeks prior to the scheduled date of defense, send the Administrative Assistant a dissertation abstract including the dissertation title, the full committee names, date and time of defense, and the abstract.
  - Students may be asked to reschedule defenses if announcements are not submitted on time; the office needs ample time to secure rooms and announce defenses.
  - Contact the DCAR Administrative Assistant to schedule the defense.

Defense of dissertation and deliberation of committee
  - Come prepared with a PowerPoint presentation and copies of presentation for the Committee members and the audience.
  - Bring with you the Dissertation Committee signature forms on standard bonded paper and give them to the Chair; bring as many forms as you will need dissertation copies—at least 5 copies.
  - Perform revisions and send the revised draft to the committee members for final review.
  - Highly recommended: Work with a copy editor to finalize APA formatting.
  - Highly recommended: Plan on saving about $1000 for copy editing sessions and binding dissertations.
  - Be sure to include the signed, signature pages with final manuscript sent to the printers.

V. Post-Defense Responsibilities: Binding of Dissertation

Secure the signature of the committee members on dissertation signature forms prior to sending the books to the publisher for binding.

Submission of bound dissertations: Submit 5 bound dissertations to DCAR’s Administrative Assistant. They will be distributed to the following:
  - Dean of the School (SHSS)/Program Coordinator (1 copy)
  - Alvin Sherman Library
  - Dissertation Committee Chair
  - Each Dissertation Committee member (2 copies)

Register dissertation with University Microfilms International (UMI). Effective Fall 2013, registration of your dissertation to the UMI service will be part of graduation requirements. There is a fee associated with the service. Contact DCAR for details on how to register.

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☐ Work on publications from Dissertation.

NOTES: