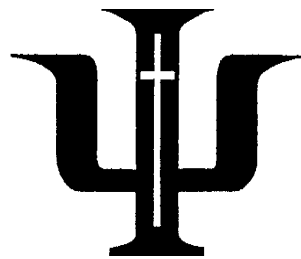


**Doctor of Psychology**  
**in**  
**Clinical Psychology Program**  
**(Psy.D.)**



**2010 – 2011**

**Clinical Dissertation**  
**Manual**

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**SECTION I:**  
**INTRODUCTION**

## INTRODUCTION

This handbook is designed to help doctoral students negotiate the dissertation process. Each part of the dissertation process will be outlined step-by-step after introducing the research philosophy of the dissertation, the source of these guidelines, a statement on plagiarism, and the Clinical Dissertation criteria. These are the steps that the student must complete:

**Step One:** Complete prerequisites

**Step Two:** Form a Dissertation Committee

**Step Three:** Register for Psyc 898/Clinical Dissertation

**Step Four:** Write the Dissertation Proposal and Registration of Psyc 993

**Step Five:** Prepare for the Final Proposal Meeting and Complete Research Essay

**Step Six:** Present Final Proposal and (optionally) apply for Dissertation Support

**Step Seven:** Institutional Review Board

**Step Eight:** Collect data

**Step Nine:** Write Dissertation using Manuscript Format

**Step Ten:** Prepare to complete Dissertation while off campus (if necessary)

**Step Eleven:** Prepare for and schedule Oral Defense of Dissertation

**Step Twelve:** The Oral Defense

**Step Thirteen:** Edit *Final Manuscript Draft* and send to the Technical Reader

**Step Fourteen:** Submit copies of the *Final Manuscript* to Buswell Library for binding

The usual deadlines for many of these steps are found in Appendix A. It is important that each student read this handbook closely. The student is responsible for understanding and complying with all the standards and procedures described within this Clinical Dissertation Manual. Students should be aware that the readiness and quality of the project at each stage determine whether the student is permitted to move to the next stage of the process. The deadlines merely indicate the latest date by which each phase must be passed to qualify for other Program milestones (e.g., internship application, walk in graduation, etc.). If the quality of the project does not meet expectations (as evaluated by the chair or committee members) by the deadline date, the student may not proceed to the next phase until the project meets expectations. It is essential that students understand this policy since it has implications for the student's ability to apply for internship, meet graduation requirements, and/or accumulate post-doctoral licensing hours.

## RESEARCH PHILOSOPHY

Doctor of Psychology degree recipients should be scholarly consumers of research and professionals who can integrate rigorous analysis and investigation into their clinical practices. The clinical dissertation is an opportunity to demonstrate to the faculty a doctoral level mastery of the many competencies that go into being a practitioner-scholar (e.g., command of a specific area of the literature, ability to formulate research questions, develop testable hypotheses, design an appropriate methodology, and analyze and interpret data). See **Step Four: Write the Initial Proposal** for a more

detailed discussion of the components of a clinical dissertation.

### SOURCE OF DISSERTATION GUIDELINES

The clinical dissertation guidelines contained in this manual incorporate information from the current *Graduate School's M.A. Thesis Guide* as it applies to the Psy.D. clinical dissertation. The guidelines in this manual meet the requirements of the Graduate School, Buswell Memorial Library, and the Psychology Department. Students may find the book, *Dissertations and Theses from Start to Finish: Psychology and Related Fields* (American Psychological Association, Washington, D.C., 1993) by John D. Cone and Sharon L. Foster useful in planning and negotiating the steps to complete their dissertation (two copies are in the Psy.D. Reading room).

Both the proposal and the final clinical dissertation must be written in the style mandated by the American Psychological Association (with exceptions noted **Step Nine**) and must also conform to the additional standards and formatting requirements specified in **Step Nine**. Refer to the most current edition of *Publication Manual of the American Psychological Association*.

### STATEMENTS ON PLAGIARISM

Out of respect for the authorship of others, we include the following statements: Plagiarism is the act of representing the work of another as one's own. It is unethical and dishonest to quote a source without placing the words in quotation marks and giving proper citation, or without making a quotation clearly identifiable as another person's words. It is also plagiarism to take an idea or concept and reword it as your own without giving credit to the source. If there is any question about the student's fulfillment of these guidelines, the student is responsible to confer with his or her CDC Chair prior to submitting the work. If a student is guilty of plagiarism, his/her work will be rejected. Any fees/tuition paid will not be returned and the student may be subject to dismissal (MA Thesis Guide).

### CLINICAL DISSERTATION CRITERIA

The department allows for wide latitude as to the approach taken in the clinical dissertation, within certain guidelines. All clinical dissertations must meet these criteria:

- ♦ ORIGINALITY — the dissertation must embody original thinking or analysis
- ♦ MEANINGFULNESS — the contribution should advance the field of psychology
- ♦ QUALITY — the dissertation should be of high quality

Two major models are acceptable within these guidelines. The first is empirical study which is designed to investigate basic or applied questions in the field of clinical psychology. The methodology might be quantitative or qualitative which might utilize replications, re-analyses, or meta-analyses of significant research. The second acceptable model is a conceptual or theoretical approach. In all cases, originality, meaningfulness, and quality are the necessary criteria for a clinical dissertation. Bound

copies of completed clinical dissertations from the program are placed in the Psy.D. Reading Room and Buswell Memorial Library.

**SECTION II:**  
**DISSERTATION PROCESS**

## **STEP ONE: COMPLETE PREREQUISITES**

The student cannot officially begin the dissertation process until he/she has completed the course requirements for the first two years of the standard Psy.D. course sequence as well as the written comprehensive examination. In the Fall and Spring of the third year, the student may sign up for one hour of dissertation each semester to begin the process of choosing a chair, committee, and topic for proposal. However, the student may not register for more than two credits of dissertation until the student has:

1. Completed a minimum of 60 credits including 738, 739, 746, 747, 748, 754, 755, 773, 774, and 8 BiTh credits; Practicum I, II, III, and IV (currently taking or completed)
2. Passed Written Comprehensive Exam and Professional Qualifying Exam

## **STEP TWO: FORM A DISSERTATION COMMITTEE**

### *Composition of Committee*

It is the student's full responsibility to select a viable topic and form an appropriate Clinical Dissertation Committee. The Clinical Dissertation Committee (CDC) shall be composed of three members — at least two must be from within the Department of Psychology; the third may be from another Wheaton College department or from the local community. All committee members must hold an earned doctorate in psychology or a related discipline and be approved by the CDC Chair. The Chair of the committee must be a psychology faculty member and becomes the student's advisor until the conferral of degree.

### *Typical Process of Committee Formation*

The student first discusses potential topics with several faculty members to determine who is interested in the topic and areas of faculty expertise. No commitments by either student or faculty should be made at this point. It is the student's responsibility to initiate the selection of his/her clinical dissertation committee Chair and members by Fall semester of the third year. In preparation for this, it is recommended that the student become familiar with the faculty's research projects and expertise. Becoming familiar with faculty research projects and expertise can be achieved by reviewing descriptions of each faculty member's research interests which are available online at the Graduate Psychology Department website. Additionally, students are encouraged to engage with faculty in research groups or informal discussion for the purpose of discussing areas of mutual interest. Students can review the completed dissertations which are archived in the Psy.D. Reading Room.

The student identifies a potential Chair for his/her committee and approaches that faculty to ask the faculty member if he/she would serve as Chair of the student's committee. This step is repeated as often as necessary until the student is able to reach an agreement with a faculty member to serve as Chair. It is the student's responsibility to find an appropriate chair.

Collaboratively, the student and Chair discuss the possibilities for the two remaining members of the committee. Typically, the student and Chair also designate 1-2 alternate committee members. Once the student and Chair have decided on the remaining committee composition, it is the responsibility of the student to approach the potential committee members to ask each of them to serve on the student's committee. Agreement is signified by all parties when members sign the "**Clinical Dissertation Committee Application**" (Appendix C).

After the faculty member agrees to chair the committee, that Chair typically becomes the student's advisor. In the event that the Chair is not a core Psy.D. faculty member, the student's original advisor continues in that role. However, if the student desires a different core Psy.D. faculty member to become his/her advisor, then the student must petition both the desired potential clinical faculty advisor and the Director of the Psy.D. Program via the bottom portion of the Clinical Dissertation Committee Application.

The student submits the signed "Clinical Dissertation Committee Application" to the Graduate Psychology Program Administrator (GPPA). These applications may be reviewed prior to approval being granted. Priority will be given to maintaining an equitable distribution of faculty on Clinical Dissertation committees. Faculty reserve the right to recommend changes in committee membership in order to achieve this equity. No faculty member shall be required or expected to chair more than four dissertations out of any one cohort.

### ***Dissertation Contract***

Faculty members and/or students are encouraged to develop written dissertation contracts. This contract will specify guidelines for turnaround time of the various drafts of the dissertation (normally two weeks), expectations as to the nature of the collaborative process and, most important, specific deadlines for submission of the initial draft, approved draft, and the defense manuscript (see below) of the dissertation for the oral defense stage of the process. The "**Clinical Dissertation Checklist**" (see Appendix A) may be used by the Chair as a contract by filling in specific target dates on the form.

### ***Obligations of Committee Members and Students***

#### **Chair's Obligations:**

The Chair has the obligation to:

- Oversee the work of the student and provide guidance in the scheduling and procedures pertinent to the completion of the dissertation.
- Determine, with the consultation of the other members as appropriate, *when the student is ready* to meet with the other committee members for preliminary discussions, the final proposal meeting, and the Oral Defense meeting (see steps 5 and 7 for more details).
- Attempt to resolve any conflicts or grievances that might arise during the course of

the dissertation work in a timely fashion. If need be, the Admissions and Academic Requirements Committee Chair can be consulted.

### **Committee Members' Obligations:**

Committee members have the obligation to:

- Review the various rough drafts of the manuscript in a timely way (generally within 2 weeks).
- Meet with the student as needed for guidance in their area of expertise relevant to the dissertation.
- Participate in the meeting for the approval of the Final Dissertation Proposal and Research Essay (a two hour meeting).
- Participate in the Oral Defense meeting.

### **Student's Obligations:**

Students have the obligation to:

- Select a topic and then to find an appropriate Chair and committee who have suitable competence in the dissertation subject matter.
- Initiate meetings with the Chair, negotiate a schedule with appropriate benchmarks for completion of the dissertation (use the Clinical Dissertation Checklist in Appendix A for this purpose), keep the Chair informed of progress on a regular basis as determined by both, and communicate with the other committee members as appropriate once the student begins to register for clinical dissertation credits.
- Engage in the resolution of any grievances between a committee member and the student. The student should first try to resolve it with the committee member. If unresolved, then the student should bring the grievance to the Chair. If still unresolved, the student may take the grievance to the Chair of the Admissions and Academic Requirements Committee.

### ***To request a change in Clinical Dissertation Committee membership or member role***

The process to change the composition of your Clinical Dissertation Committee requires that the student confer with the current Chair first, then the member(s) affected by the proposed change. *The student should not approach other faculty for consideration to become the new Chair and committee until the change has been discussed with all members of the current committee and agreement has been reached by all parties involved.*

After the student has received the agreement of all parties involved in the change, he/she will submit a revised "**Clinical Dissertation Committee Application**" (see **Appendix C**) with signatures of agreement of all new committee members (including CDC Chair) to the GPPA. The revised Clinical Dissertation Committee Application will be placed in the student's portfolio.

### *To change the topic of the Clinical Dissertation*

The Clinical Dissertation Chair has the overall responsibility for guiding the dissertation. Any proposal to revise the topic must be negotiated with the Chair first. Once approved by the Chair, the student will seek the approval of the other committee members by sending a brief memo describing the revised topic. Committee members indicate their formal approval for the topic change by signing the memo and returning it to the Chair. This procedure may also be effectively accomplished through the use of email. If there are any objections to the change, arrangements must be made to discuss and revise the topic to meet all objections. If agreement on the part of the Chair, student, or other members cannot be reached, then the procedures for selecting a new committee should be followed. Any deviation from these procedures should be brought to the attention of the Director of the Program who determines an appropriate course of action.

### **STEP THREE: REGISTRATION OF CLINICAL DISSERTATION PSYC 898/ OR CLINICAL DISSERTATION CONTINUATION PSYC 899 OR PSYC 999**

#### *Clinical Dissertation – Psyc 898*

The student is required to register for ten credits of clinical dissertation (Psyc 898) towards the completion of the Psy.D. degree. Typically, the student takes one credit hour in the Fall of the third year, one credit hour in the Spring of the third year, two credit hours in the Summer of the third year, four credit hours in the Fall of the fourth year, and two credit hours in the Spring of the fourth year. However, it is possible to register for these credit hours within the following parameters:

- The student may not take more than two hours of dissertation prior to passing PQE's and completing the other requirements listed in the previous section
- The student may not register for more than four hours in one semester
- The student may not register for the last two credits until the dissertation proposal has been approved
- The student must have registered for all dissertation hours prior to beginning internship

Students should be aware that not having an approved Final Proposal will also affect the pre-doctoral internship application process (see Step 6).

Clinical dissertation requirements are not to be interpreted as being as extensive as those in research university programs where the credits allotted to the clinical dissertation are equivalent to a full year of study.

#### *Clinical Dissertation Continuation – Psyc 899 (FT) or Psyc 999 (PT)*

**If the dissertation is not defended and received by Buswell Library at the end of the ten credit hours, registration for Clinical Dissertation Continuation for the subsequent Fall, Spring, and Summer semesters is required until the clinical**

**dissertation is completed.** The official completion date for the dissertation is the date the Buswell Library receives the final manuscript. In other words, the student must continue to register for Clinical Dissertation Continuation until the dissertation is through the technical reader and all steps listed on the “Instructions for Final Submission of Doctoral Dissertations” sheet (available from the Director of Graduate Services) have been completed.

Most students will be working on their dissertation less than 30 hours/week which is considered part-time. If a student is working on their dissertation part-time and is done taking Psyc 898 (Clinical Dissertation), then he or she will register for Psyc 999 – Clinical Dissertation Continuation (PT). In the event that a student is working on their dissertation full-time (more than 30 hours/week), then he or she would register for Psyc 899 – Clinical Dissertation Continuation (FT).

### *Grading Policy*

Students receive a grade of **P** upon completion and successful defense of their dissertation. Those students who do not successfully defend their dissertation within two attempts are given a grade of **F**.

At the end of each grading period prior to the completion of the dissertation, students are given an **IP** grade. If the student has not made satisfactory progress, faculty should document the student’s deficits and give a written copy of the documentation to the Graduate Psychology Program Administrator (GPPA) for the student’s file and a copy to the student. The Chair determines whether the student can continue with the next segment of clinical dissertation. The decision should be conveyed in the documentation. The Registrar does not record the final grade until the final manuscript has been received and approved by Buswell Library.

### *Completion of Dissertation*

The student has full responsibility for meeting all standards and deadlines, especially if the student wishes to achieve a specific degree date. The clinical dissertation may be completed any time during the fourth year or in subsequent years up to and including the seventh year from the time the student matriculated into the program. To extend beyond this, the student must submit an Academic Petition to the Graduate Academic Affairs Committee (GAAC). Submission of an Academic Petition to the GAAC for extensions is not a guarantee that an extension will be granted. The Academic Petition may be downloaded at [www.wheatongrad.com/Registrar](http://www.wheatongrad.com/Registrar).

Please note that the dissertation is not complete until it has been reviewed and approved by the Technical Reader and all steps listed on the “Instructions for Final Submission of Doctoral Dissertations” sheet (available from the Director of Graduate Services) have been completed.(see Step Fourteen: Submit the Final Manuscript to Buswell Library). The Registrar makes the final determination of completion dates for all requirements, including the dissertation.

## STEP FOUR: WRITE DISSERTATION PROPOSAL AND REGISTRATION OF PSYC 993

### *Registration of PSYC 993*

The student shall register for PSYC 993 – Clinical Dissertation Proposal for the semester in which he/she intends to defend the proposal. Grade for the proposal is Pass (P) or Fail (F), and will remain In Progress (IP) until the Program Administrator is notified of the student passing their Clinical Dissertation Proposal defense by receiving the Final Proposal Title Page (**Appendix D**) signed by all Dissertation Committee members and a representative of the Admissions & Academic Requirements Committee.

### *Write Dissertation Proposal*

In consultation with the Clinical Dissertation Committee (CDC) Chair, prepare an initial proposal following these guidelines.

### *Proposal for a Research Study*

If the proposal is for a research study, it should include the following sections:

#### **Brief introduction regarding the topic/focus of the study**

Write a brief overview of the area of interest and topic being researched.

#### **Review of the literature**

The literature review should provide a broad theoretical framework for the topic of the dissertation research and should include summaries of relevant published research on the topic.

#### **Purpose of Study**

Provide a clear statement of your study. What is it your study hopes to explain, clarify, or understand?

#### *Research Questions and Hypotheses*

What specific research question(s) is your study intending to address? List them. Following each question, state your hypothesis regarding how you expect the question to be answered (based on theory or published empirical data).

#### **Method**

Provide a clear description of the methodology you will use to answer your research questions. The Method section should include the following sections:

#### *Participants*

What is the population of interest? What sample will you use to represent this population? Where will you find this sample? What characteristics will you use to include/exclude participants? How many participants do you plan to recruit?

### *Measures*

You must list every measure you plan to use in the study. The most appropriate way to do this is to list the psychological constructs of interest in your study (e.g., depression, forgiveness, spiritual maturity, marital satisfaction, etc.) and then indicate for each construct how you will operationally define that construct in your study (e.g., depression will be defined by the individual's score on the Beck Depression Inventory). You must list every variable for your study and how you plan to measure that variable.

### *Procedure*

Describe how you will carry out the study. What is the process you will follow in recruiting participants? How will you gain informed consent? How will you gather the data?

### *Data Analysis*

How will you analyze the data? Take each hypothesis and describe the type of analysis appropriate for testing that hypothesis.

## **Appendix**

The appendix will contain copies of all materials you will use in the study, including: informed consent forms, any cover letter or instructions to participants, copies of **every** measure you will use in your study (including demographic information, interview questions, and questionnaires).

### *Proposal for a Theoretical Dissertation*

A proposal for a theoretical dissertation must do more than simply review the literature on a particular topic or in a particular area. It should provide an original argument, develop an original model, or resolve a dispute regarding some aspect of clinical practice.

The proposal should include the following information:

#### **Overview of the topic/problem**

Provide an overview of the problem to be addressed in the dissertation and a rationale for why this topic is relevant or important for clinical psychology. The overview should reflect a comprehensive review of the current thinking on the topic and provide a foundation for the argument you will develop in your dissertation. Include a list of all references used in this section.

#### **Outline of the chapters**

List the chapters you will need to develop your argument/build your model, resolve a dispute. Provide a brief description of the purpose/focus of each chapter and how it is linked to your overall purpose. What questions will you seek to address in each chapter? What literature will you draw on to develop this topic?

## Resources/Bibliography

List all resources, books, and articles you will be using *for each chapter* to develop your argument.

## Timeline for completing project

Provide a detailed timeline regarding how you plan to complete the project.

### *Timeline for Writing the Proposal*

If you are applying to internship in the Fall, the initial proposal draft must be given to your chair **no later than August 31**. Without exception this timeline must be adhered to because it will take multiple revisions to get the proposal ready to distribute to the committee and AARC no later than **October 1**.

## STEP FIVE: PREPARE FOR THE FINAL PROPOSAL MEETING AND COMPLETE RESEARCH ESSAY

While writing the draft of the Final Proposal, it is the student's responsibility to consult and meet with the CDC Chair and committee as agreed upon with the CDC Chair. The majority of the communication will be between the student and the CDC Chair.

### *Proposal Requirements*

#### **Research Essay**

Write the research essay in response to the following: *Describe your research experience and interests in 500 words or less.*

#### **Distribution of Proposal**

The student will **distribute a copy of the Proposal (as approved by your Chair) and Research Essay to each CDC member and the Program Administrator (Ted Kahn)** who will distribute a copy to the AARC for approval. The student includes a Proposal Title page for the signatures of the Committee and AARC member. See **Appendix D** for the format of the proposal title page. It is the student's responsibility to collect all signatures on the Proposal Title Page and return it to the Program Administrator. The proposal will not be recorded as "passed" until the fully executed Proposal Title Page is received by the Program Administrator.

Be prepared to elaborate on your Proposal in the final proposal meeting. The student will be expected to answer detailed questions about the Proposal and the student's plans for carrying out the research.

### **Timeline for Proposal Submission**

If the student is planning to apply for internship in the fall, **the proposal must be submitted for review to the committee members and Program Administrator no later than October 1** (although an earlier date would increase the likelihood of completing the defense by the internship application deadline). The October 1 review deadline is necessary because it

gives committee members and AARC member time to review the proposal and request changes prior to defense by the November 1 deadline.

The AARC member will notify the CDC member if there are concerns about the Proposal. It is at the discretion of the CDC Chair, and through the effort of the student that these concerns are resolved.

### **Scheduling Proposal Meeting**

In coordination with all the CDC members, the student sets the date, time, and reserves a room (through the Undergraduate Office Coordinator) for the formal defense of the proposal.

### **Timeline for Proposal Meeting**

For students applying to pre-doctoral internships in the fall semester, the Dissertation Proposal Defense meeting *must be no later than November 1*. It is strongly recommended that students aim for a much earlier defense date if they plan on applying for internship to ensure enough time for approval of returned revisions by the November 1 deadline.

## **STEP SIX: PRESENT FINAL PROPOSAL**

### ***Final Proposal***

At this stage, the student presents to his or her committee the final proposal, including Introduction, Literature Review, and Methods sections of the dissertation. If the Proposal is approved, the committee members sign the Proposal Title Page. The student submits the signed Proposal Title Page to the Program Administrator for purposes of documenting the committee decision and issuance of a grade in PSYC 993.

*The Program Administrator verifies to the Director of Clinical Training (DCT) that the student has successfully defended the dissertation proposal. In most instances, this is the last step in becoming eligible to apply for pre-doctoral internship.*

The proposal meeting has two possible outcomes. Pass – proceed to Step 7 or Fail – repeat Step 6 before proceeding.

*After the meeting, the CDC Chair will inform the student of the outcome. For those students actively applying for a pre-doctoral internship, the firm deadline for the above meeting is November 1.*

## **STEP SEVEN: INSTITUTIONAL REVIEW BOARD & DISSERTATION GRANT**

All faculty and student research with human participants must be submitted for review by the Wheaton College Institutional Review Board (IRB). The level of risk to humans, and therefore the level of scrutiny needed from the review board, varies across dissertation projects. A review of IRB policies gives the student researcher guidelines for determining the level of risk to their participants, and therefore the category of review they are requesting from the IRB (Exempted Certification, Expedited Review, or

Full Review). While some dissertations are consistent with an application for "exemption certification," "exempted" status is granted by the IRB through the review process, not assumed by the student researcher or their dissertation chair or committee. Regardless of the anticipated level of risk to humans, dissertations must be reviewed by the IRB.

Project submission to the IRB occurs online at [www.irbnet.org](http://www.irbnet.org) (see screenshot below).

Please register as a “New User” when accessing the website for the first time. Once your project is submitted, the process can be monitored by you and your dissertation chair via the website. **Human research data may not be collected prior to obtaining IRB approval.**

### *Dissertation Grant*

A limited dissertation grant is available for students whose research requires expenditure for direct expenses such as printing, postage, and equipment costs. A maximum grant of \$500 is available.

### **Process**

To apply for a dissertation grant, complete an “**Application for Dissertation Support**” form (see **Appendix B**). The form can be found online at the Graduate Psychology Department website: ([http://www.wheaton.edu/psychology/graduate/clin\\_training/students/psydstudentdocs.html](http://www.wheaton.edu/psychology/graduate/clin_training/students/psydstudentdocs.html)).

Once the student passes the dissertation proposal and dissertation support is applicable, the student requests approval of the Application for Dissertation Support

from the committee. If the committee agrees, the Chair signs the form. Then, the Chair gives the form to the Office Manager who obtains approval from the Psy.D. Director. Once the Psy.D. Director has reviewed the application, the Office Manager will notify the student of approval status. Grants are approved in the order requests are received until the funds are expired. The Psy.D. Director reserves the right to approve partial grants. The Psy.D. Director may deny dissertation grants for some projects if the departmental funds have expired, if there are alternative sources for funding available to the student, or if the request for financial support is deemed to be non-essential for the successful completion of the dissertation. Students are strongly encouraged to wait on the outcome of Application for Dissertation Support before making related expenditures.

Decisions regarding dissertation grants may be appealed to the Admissions and Academic Requirements Committee (AARC). The AARC will assemble an *ad hoc* review panel consisting of three faculty not involved in the initial decision (i.e., Wheaton College faculty members who are not part of the core Psy.D. faculty). All decisions of the *ad hoc* review will be final.

### **Applicable expenses**

A departmental maximum for all dissertation grants is available annually as determined by the annual budget. Students are eligible for a maximum of one dissertation grant regardless of the time taken to complete the dissertation. Grant funds must be used for direct expenses such as printing, mailing, equipment costs, and travel related to data collection and analysis. Any non-expendable equipment purchased with grant funds becomes the property of the Department of Psychology.

### **Inapplicable expenses**

#### **Gifts-in-kind (e.g., Gift Cards and Gift Certificates)**

Wheaton College has a policy against the purchase of gifts-in-kind. Such gifts and payments have compensation and tax implications and they may not be made. This includes the purchase of gift cards and gift certificates. This may impact the way you plan on performing your research.

#### **Research Assistance**

Support for research assistants is generally not included in dissertation grants, but may be available through the faculty advisor in some situations. Students should not engage individuals for assistance with the expectation of being reimbursed without first consulting and getting the appropriate approvals and means of payment with receipts.

#### **Dissertation Defense**

Expenses related to travel and lodging for dissertation defense are not eligible for reimbursement from Dissertation Grant funds.

## Obtaining reimbursement

Once funding is approved, the student shall personally pay for dissertation expenses, keeping all original receipts. Once all expenses have been paid or the maximum amount of the grant has been reached, the student completes and signs an expense report and files it including original receipts with the Office Manager who will request a check for approved expenses.

## STEP EIGHT: COLLECT DATA

Once the student has completed steps 1-7, he or she may begin collecting data. Previously collected data may only be used with the approval of the student's Clinical Dissertation Committee (CDC).

## STEP NINE: WRITE DISSERTATION USING MANUSCRIPT FORMAT

Listed below are specific standards set by the Psychology Department and the Buswell Memorial Library for the final manuscript, i.e., the version of the dissertation that you turn into the library when it is complete. The Psy.D. Program requires that all dissertations be formatted according to APA Style. *Except for the paper quality standard*, it works best to incorporate these standards into your drafts as soon as possible.

### *Margins*

To allow for binding, the left margin needs to be a minimum of 1½", including maps, charts, pictures, graphs, etc. Do not punch holes in the left margin. The right, top, and bottom margins are to be a minimum of 1".

### *Font*

Standard typewriter or computer fonts are acceptable. Script, italic, bold, and underlined fonts may be used as appropriate for emphasis, clarity, or grammatical correctness within the document.

### *Spacing*

Double-spacing is required throughout most of the manuscript. Single spacing may be used where it will improve readability, e.g., footnotes, reference list, long quotations.

### *Organization*

Follow the sequencing outlined in the publication manual of APA for student theses and dissertations. All clinical dissertation manuscripts must include the following pages, in this order: title page, certification page with CDC signatures, disclaimer page, abstract, and table of contents. The table of contents follows the Turabian style (see *A Manual for Writers*, Kate L. Turabian). In contrast to APA style, figures, tables, and footnotes are to be incorporated into the Clinical Dissertation document at the appropriate point in text.

### *Paper*

For the final manuscripts that are submitted to Buswell Library, there are specific requirements of the paper quality. However, drafts read by your chair or committee need not utilize the high quality paper. The following paper requirements are for the copies submitted to the library. The paper color is white. Paper must be acid-free or 25% cotton paper. (This paper is available at office-supply stores.)

### *Pagination*

Normally, the front matter is paginated with lower case Roman numerals, and the body of the text and references, appendices, etc. is paginated with Arabic numerals. You should review the final document to insure all pages are in the correct order, with no duplicates or omissions. The library will not check the page order of documents.

### **Page Sequence**

- Front Flyleaf (blank page) - for library, departmental, and personal copies that will be bound
- Title Page (Appendix E)
- Certification Page (Appendix F)
- Disclaimer Page (Appendix G)
- Abstract
- Table of Contents (Sample— Appendix I)
- Text of dissertation
- Appendices References
- Back Flyleaf (blank page) - for library, departmental, and personal copies that will be bound

### **STEP TEN: COMPLETE CLINICAL DISSERTATION WHILE OFF CAMPUS (WHEN NECESSARY)**

It is ideal is to have the clinical dissertation completed and defended before leaving for internship. However, the student may choose to continue work on the dissertation while on internship. The student should be mindful that internships are often out of the area which adds to the complexities of collecting and analyzing data and scheduling and executing the dissertation defense. *It is the student's total responsibility to complete each and all steps of the dissertation process.* In those situations where the student is at a distance from campus, the student should get the agreement of a peer to act as a local coordinator who will perform the necessary tasks—such as delivering manuscripts to the various offices, getting signatures, etc. It is not the Committee Chair's or any staff member's responsibility. *Before leaving campus the student should be certain that he/she understands what is needed in advance, e.g., forms, procedures, signatures, oral defense bulletin, preparation for the oral defense, and procedures for the final manuscript.*

## STEP ELEVEN: PREPARE FOR AND SCHEDULE ORAL DEFENSE OF DISSERTATION

### *Pre-scheduling phase*

The goal during this phase is to develop the initial draft of the full dissertation manuscript. This draft will contain revisions to the initial dissertation proposal (Introduction, Literature Review, and Methods Section) and add the Results and Discussion Sections, References, Appendices, as well as the Abstract and Table of Contents. Figures, tables, and footnotes are to be incorporated into the clinical dissertation document at the appropriate point in the text.

### *Scheduling phase*

Scheduling the defense of the dissertation occurs in three formal steps, each with a specific deadline.

#### **Submit Initial Dissertation Draft to Dissertation Chair**

Submit a complete, quality **initial draft** of the dissertation to the CDC Chair. This draft should be in the format preferred by the CDC Chair (paper or electronic). After the initial draft is submitted, the CDC Chair will provide suggestions for improvement. Multiple revisions most likely will be required by the Chair, before the Chair gives permission to distribute the approved draft to the rest of the CDC.

#### *Timeline*

Although it is strongly recommended that the student complete the entire dissertation process prior to leaving for internship, some students choose to continue dissertation during internship. In these cases, especially when the student is out of town, the student must be mindful of the fact that the dissertation writing process is time consuming and involves many drafts before it is ready for defense. **If the student wants to walk in the May Graduation Ceremony, the Initial Dissertation Draft must be submitted to the CDC no later than December 15 to have enough time for multiple revisions so that a final version is ready for the Dissertation Defense that must take place prior to April 5.**

#### **Submit Approved Dissertation Draft to Dissertation Committee**

The second step consists of preparing a complete, quality **approved draft** of the dissertation to be submitted to each committee member. Submit the approved draft to the readers in the format preferred by the committee member (paper or electronic). After all readers have received the approved draft, they must agree that the draft is of sufficient quality to schedule a defense date. At that point, any committee members can also provide input, guidance, suggested revisions, etc., to the approved draft. Committee members may also require an additional pre-defense draft by a specific date. *Note: Students may not set a defense date prior to approval of the draft by the chairperson and all readers.*

### **Submit Defense Manuscript for Oral Defense Meeting**

If the committee asks for changes, the student incorporates the suggestions of the committee members. The student in collaboration with his/her committee will then set the date and time for the Oral Defense meeting. The student must submit the Approved Draft in the format preferred by each reader (paper or electronic) to each member of the CDC *two weeks prior* to the date of the Oral Defense. **In those cases in which the student wishes to participate in the upcoming May graduation, the Oral Defense meeting must take place prior to April 5<sup>th</sup>, or the first Friday in April, whichever is later.** Because of the time needed for notification of graduation to the Board of Trustees, for changes to the graduation program, robes/hoods to be ordered, etc., no exceptions can be made to this deadline. Students who do not meet this date will need to defend their manuscript on a delayed time schedule that does not allow them to “walk” in the current year’s May graduation ceremony.

### ***Inform the Program Administrator of the date***

When the defense date has been set, the student must inform the Program Administrator of the date.

### ***Submit Oral Defense Bulletin to Program Administrator***

The Oral Defense Bulletin is an **official document necessary for graduation** and the notification of the Oral Defense to the broader academic community of the college. The student submits the Oral Defense Bulletin to the Program Administrator **at least two weeks before the Oral Defense meeting** via email attachment. This deadline allows for timely printing and distribution. When completing the bulletin, the student must list all of the classes taken during the program. ***It is the student’s responsibility to put their classes into the bulletin.*** A template of the oral defense bulletin is located on line at: <http://www.wheaton.edu/psychology/graduate/overview/handbooks.html>. The bulletin is distributed to the faculty, registrar, admissions, and department archives. Because the registrar considers the bulletin an **official document necessary for graduation**, the student MUST turn in the completed bulletin or his or her name will be taken off of the graduation list. Several copies are also given to the student to distribute to family and friends. A binder of all previous Defense Bulletins is placed in the Psy.D. Reading Room alongside archived dissertations.

### ***Reserve Meeting Room and Media Resources Materials***

It is the student’s responsibility to reserve a room with the assistance of the Undergraduate Office Coordinator (630.752.5104) who maintains the schedule of rooms. At this time, the student should also ask the Undergraduate Office Coordinator if the room is equipped with the equipment needed for the presentation. If a student needs additional equipment such as a data projector for Power Point presentations, he or she must make a reservation for such with the Media Resources department by sending an e-mail to: [angel.collado@wheaton.edu](mailto:angel.collado@wheaton.edu).

### *Make Copies of Certification Pages on Quality Paper*

At the Oral Defense meeting, the student will have as many copies of the *Certification Page* (Appendix F) on the required quality paper described in *Step Nine* to match the number of manuscripts to be bound (4 – three for the Library and Psychology Dept. plus one or more personal copies). These pages should be kept by the student until they are added to the copies of the final manuscript given to Buswell Library for binding. **Please note that the date written on the certification page should be the date of the defense.** If committee members are being asked to sign certification pages at a date later than the dissertation defense, please remind them to write the **DATE OF THE DEFENSE**.

## STEP TWELVE: THE ORAL DEFENSE

### *Timeline*

The student is strongly encouraged to complete the dissertation prior to leaving for internship. The Oral Defense meeting must take place no later than **April 5 or the first Friday in April** in order for the student to walk in the May Graduation Ceremony. Although there is only one ceremony a year, there are three graduation dates (May, August 31, and December). The Oral Defense must take place no later than June 1 if the student wishes to obtain the August 31<sup>st</sup> graduation date. The Oral Defense must occur prior to September 15 if the student wishes to obtain the December graduation date. Appropriate periods of time before graduation are necessary to account for the time it takes for the Technical Reader review and approval. Please note that the dissertation is not complete until all steps listed on the “Instructions for Final Submission of Doctoral Dissertations” sheet (available from the Director of Graduate Services) have been completed.

### *Purpose*

The major outcome assessed in the Oral Defense is whether the student’s performance measures up to the scholarship expectations of the psychology profession. The Clinical Dissertation Committee makes this judgment. The Oral Defense is the means by which the student demonstrates knowledge of the dissertation subject, both specifically on the topic and broadly in the general area and demonstrates the ability to analyze, synthesize, and integrate literature and experience. Oral communication skills and the ability to function under pressure in a professional capacity are also qualities expected to be demonstrated by the student during the Oral Defense.

### *Chair’s Role*

The Chair moderates the defense session. The format for the two hours is generally a presentation of the dissertation to the committee and any other guests. The Chair invites comments and questions from the guests for open discussion of the dissertation topic. The Chair dismisses all guests after the discussion period and begins the examination. The examination focuses on the dissertation topic, but may also include some questions of a broader nature relevant to the topic. Questions are likely to be open-ended and may

touch on any aspect of the professional field, the student's personal views and experience, or the spectrum of relevant literature or resources associated with the dissertation.

The Chair determines the time to end the examination and then excuses the student for committee deliberations. When a majority of the CDC achieve consensus, the student is invited back and informed of the results.

### *Passing*

Passing the oral dissertation defense requires a majority consensus of the CDC members. Passing of the Oral Defense and approval of the final draft is indicated by the Clinical Dissertation Committee's signatures on the Certification Page (see **Appendix F**).

The Chair reports the results to the Graduate Psychology Program Administrator who documents the passing date in the database for official record keeping.

### *Failure*

Alterations of a minor or editorial nature do not constitute failure. If the student has failed the Oral Defense, the Chair must tell the student the reason for failure and invite the student to voice his/her view. After the discussion, the Chair creates a written remediation plan which addresses deficiencies and establishes a time for a rescheduled Oral Defense (no earlier than three months from original Oral Defense date). The same procedures are followed for the second defense as were followed for the first. Failing the second Oral Defense constitutes a failure to reach the standards of the Doctor of Psychology degree and results in the student being ineligible to continue in the program.

### *Absence of Committee Member*

In the event a committee member is absent, the Oral Defense must be rescheduled unless the Director of the Psy.D. Program allows an exception for extraordinary or unforeseen circumstances.

### *Grievance Procedure for the Oral Defense*

If a student believes that she/he has been unfairly judged by the Clinical Dissertation Committee, she/he shall present a written grievance to the Admissions and Academic Requirements Committee for action. The AARC will function as an *ad hoc* Grievance Committee. If one or both of the AARC faculty members are on the student's CDC, the *ad hoc* Grievance Committee will be adjusted accordingly to exclude the faculty member(s) involved. In most cases this will involve replacing the AARC member who is part of the CDC with another clinical faculty member. The *ad hoc* committee will be formed within two weeks of the receipt of the student's grievance. The Grievance Committee will be charged with making a decision to accept the decision of the Clinical Dissertation Committee or declare it null and void. Other alternatives may be recommended, but the student has the right to ask for the null and void decision.

The Grievance Committee will conduct a formal hearing with all participants present. All parties will have the right to state their case and to ask questions of one another. This is not a legal proceeding but rather a procedure within the jurisdiction of the Psy.D. Program. The Grievance Committee establishes the expectations for how the process will proceed including presentation of materials and timeline for hearing(s). Such rules do not set precedent beyond the given hearing and may be changed by the Admissions and Academic Requirements Committee/Grievance Committee for future hearings.

In the event that the Grievance Committee determines that the conduct of the Committee violated the rights of the student in some fashion, or breached professional ethics, or was irregular in following the guidelines, the results of the Oral Defense will be declared null and void. A new Clinical Dissertation Committee will be appointed to review the dissertation and conduct the Oral Defense. A “null and void” judgment means that the examination is not counted and the student has two examination sessions remaining to her/him.

If the Grievance Committee confirms the Clinical Dissertation Committee’s decision of failure, the student proceeds to prepare a second defense. A student who has failed an Oral Defense has the option of requesting a new committee for the second Oral Defense without making any statement or implication whatever about the fairness of the first Oral Defense. A new Clinical Dissertation Committee does not nullify the first examination and the student still has only one examination session remaining.

### **STEP THIRTEEN: EDIT *FINAL MANUSCRIPT DRAFT* WITH HELP OF TECHNICAL READER**

A student may be required to make minor changes to the defense draft after the Oral Defense. When the revisions are done to the satisfaction of the CDC, the student gives the *final manuscript draft* to the Technical Reader. Note that steps one and two are written separately for clarity, but that the student must submit the final manuscript draft and the Tracking Sheet to Graduate Student Services (GSS) at the same time.

If the student is out of town, he or she must designate a contact person in the Wheaton area who will manage the Technical Reader process for the student (e.g., delivering and picking up the manuscript from Graduate Student Services).

#### ***Timeline***

If there is a specific graduation date (such as May 20xx, August 31, 20XX or December 20XX) to be considered for which this process must be completed, the student must allow **three months** lead time to allow for the mailing of manuscript revisions between the Technical Reader and the student, and eventually, submission of the final manuscripts to Buswell Library.

## ***Submit the Final Manuscript Draft and Tracking Sheet to Graduate Student Services (GSS)***

### **Final Manuscript Draft**

Submit one *copy* (regular printer quality paper) of the **final manuscript draft** as listed in the section “Manuscript Format” to the Graduate Student Services Office (GSS) which assigns the draft to a Technical Reader. Please note that the final manuscript draft should contain all required pages, including a copy of the Certification Page which documents committee signatures. (The original signed Certification Pages that were printed on the high quality paper and signed at the defense should be reserved for the official manuscripts submitted to Buswell Library for binding.) The GSS Office assumes financial responsibility for the technical reading process up to and including 20 hours per dissertation. Hours required over and above this amount of time are charged to the student at the current rate (approximately \$17.50 per hour). Presenting a draft that has been carefully checked for the above mentioned technical qualities should make it possible for the student's work to be processed within the 20 hours allowed.

### **Tracking Sheet**

The student must submit the manuscript with the appropriate form entitled “Wheaton Graduate School Action Research Paper/Thesis/Dissertation Technical Reader Tracking Sheet and Information” (Tracking Sheet) when submitting the draft to GSS. The official Tracking Sheet is included with the student's personal Dissertation Bulletins which are available on the bulletin board outside M257 the day of defense or may be accessed online here: [http://www.wheatongrad.com/xm\\_client/client\\_documents/GradStuServ/tracking\\_sheet.pdf](http://www.wheatongrad.com/xm_client/client_documents/GradStuServ/tracking_sheet.pdf)

On the Technical Reader Tracking Sheet, the student must indicate the following information:

- APA manual of style was used in writing the clinical dissertation.
- Any deviations from the manual of style due to computer programming. Deviations should be kept to an absolute minimum.
- Any deviations from the manual occurring because of the type of dissertation undertaken. This is primarily applicable to applied clinical dissertations that may vary from the usual format.
- Current address (regular and email) and phone number where the student can be reached. Students residing outside of the Wheaton area are responsible to provide pre-addressed, postage paid mailing envelopes for the return of the paper after it has been read by the Technical Reader. Please check recent postal changes for size and weight permitted in one package. Students residing outside of North America must designate a contact person in the United States who has agreed to manage the technical reading process for the student. Include the contact person's information also.

***Wait for Technical Reader***

The technical reader reviews the clinical dissertation for grammatical, format, and style quality, notes his/her corrections on the draft, and returns it to the GSS Office.

***Pick up Revised Draft***

The student or contact for the student is notified when the technical reader has returned the draft to the GSS Office; the student (or contact) picks up the draft to have the corrections of the Technical Reader incorporated into the manuscript.

***Resubmit New Draft***

When the corrections have been made, the student again submits the original marked final manuscript draft *and the revised draft with the corrections from the technical reader*, to the GSS Office along with a completed “Graduate School Document Form-Clinical Dissertation, Psy.D.” form obtained from the technical reader. The corrected final document must meet **all** the standards specified in Step Nine, excluding paper quality.

***Complete Above Technical Reader Review Steps as Necessary***

The Technical Reader checks the work to verify that the corrections have been made. If major changes are necessary, the draft may need to be sent to the student a second time. This process is repeated until the Technical Reader is satisfied.

***Pick up Final Manuscript***

The Director of Graduate Student Services notifies the student when the process is complete. At this point the clinical dissertation document is considered to be in **final manuscript** form and ready to be submitted to the Buswell Memorial Library for binding.

**STEP FOURTEEN: SUBMIT THE *FINAL MANUSCRIPT* TO BUSWELL LIBRARY**

***Important Note:*** A final grade for dissertation will not be conveyed until the Final Manuscript has been received and acknowledged by Buswell Library. This means that post-doctoral hours cannot begin to be accumulated for those students whose final program requirement is the successful completion of dissertation *until* all steps listed on the “Instructions for Final Submission of Doctoral Dissertations” sheet (available from the Director of Graduate Services) have been completed. It is the student’s responsibility to complete all steps.

- Library staff reviews the manuscripts to insure that they follow all the standards specified.
- Library notifies Registrar that the final manuscript has been received and all fees are paid. ***This is the official completion date of the dissertation.*** The Registrar's Office will certify the student's completion of the clinical dissertation requirement for graduation for purposes of graduation eligibility and release of transcripts.
- Manuscripts are sent to the bindery.

- Student is notified to pick up bound copies are returned (usually 6 - 8 weeks), or personal copies are mailed to the student as directed on the “Doctoral Dissertation Form” (available from the Director of Graduate Student Services). The Library sends the Psychology Department copies to the GPPA.

**SECTION III:**  
**LIST OF APPENDICES**

## Appendix A: Clinical Dissertation Checklist

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ CPO: \_\_\_\_\_

	Done	Ideal Completion Date	Contracted Completion Date
<b>The Proposal:</b>			
Committee chosen and draft in process	<input type="checkbox"/>	May, 3rd yr	_____
Draft submitted to Chair	<input type="checkbox"/>	Aug., 4 <sup>th</sup> yr	_____
Proposal and research essay submitted to Dissertation Committee and AARC (subsequent to Chair approval and 2 weeks prior to Final Proposal Defense meeting)	<input type="checkbox"/>	Oct. 1, 4 <sup>th</sup> yr	_____
Final Proposal Defense meeting	<input type="checkbox"/>	Nov. 1, 4 <sup>th</sup> yr	_____
Copy of signed proposal submitted to Clinical Training Office for student portfolio	<input type="checkbox"/>	Nov. 1, 4 <sup>th</sup> yr	_____
<b>Institutional Review Board:</b>			
Submitted for approval	<input type="checkbox"/>	Nov-Jan, 4 <sup>th</sup> yr	_____
Approval gained	<input type="checkbox"/>	Dec-Feb, 4 <sup>th</sup> yr	_____
<b>Dissertation Support Grant (if applicable):</b>			
Application for Dissertation Support completed (if applicable) and submitted to Graduate Psychology Program Administrator (GPPA)	<input type="checkbox"/>	Nov. 1, 4 <sup>th</sup> yr	_____
Approval	<input type="checkbox"/>	Dec., 4 <sup>th</sup> yr	_____
<b>Data:</b>			
Collection (in process)	<input type="checkbox"/>	Jan., 4 <sup>th</sup> yr	_____
Collection (completed)	<input type="checkbox"/>	Feb., 4 <sup>th</sup> yr	_____
Analysis (in process)	<input type="checkbox"/>	Prior to beginning of internship	_____
Analysis (completed)	<input type="checkbox"/>	Prior to beginning of internship	_____
<b>Final Manuscript:</b>			
Draft in process	<input type="checkbox"/>	Jan-Mar, 4 <sup>th</sup> yr	_____
Initial draft submitted to Chair (By Dec. 15 <sup>th</sup> if defending by April 5 <sup>th</sup> )	<input type="checkbox"/>	Jan-Mar, 4 <sup>th</sup> yr	_____
Approved draft submitted to Committee Members after Chair's approval	<input type="checkbox"/>	Upon Chair's approval	_____
Oral Defense meeting	<input type="checkbox"/>	Prior to beginning of internship	_____
<b>Note: April 5 of 5<sup>th</sup> year is the absolute deadline if the student desires to walk in the May graduation ceremony. June 1 of 5<sup>th</sup> year is the deadline if the student desires to graduate on August 31 due to required Technical Reader timeframe.</b>			
Submit Defense manuscript to CDC	<input type="checkbox"/>	2 weeks prior to Oral Defense Date	_____
Dissertation Defense Bulletin to GPPA	<input type="checkbox"/>	2 weeks prior to Oral Defense Date	_____
Submit Manuscript to Technical Reader in Grad Services Office	<input type="checkbox"/>	Post Defense	_____
Submit Manuscript to Buswell Library	<input type="checkbox"/>	Post Defense	_____

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

## Appendix B: Application for Dissertation Support

**Directions:** This form should be filled out and signed by your dissertation Chair at the time of proposal and turned in to the Psychology Department Office Manager who will obtain official approval from the Psy.D. Director. However, the application for dissertation support can still be accepted after this date with the proper signature. Note that this form is designed to offer a process by which the student can plan on whether or not they will qualify for funds from the department for dissertation. Once the student has been approved, they should collect appropriate receipts and submit an Expense Report (attached to this form) to the Office Manager, who will process the paperwork and request that a check be written to the student. Once the check has been written to the student, the Office Manager will notify the student and the Graduate Psychology Program Administrator, who tracks scholarship money. The student should pick up the check from the Office Manager within two weeks of receiving the notification.

Name \_\_\_\_\_

Amount Requested (maximum of \$500) \_\_\_\_\_

Please give a brief description of your dissertation research:

Please give an itemized budget for the amount you are requesting:

\_\_\_\_\_  
Dissertation Chair

### Faculty/Administrative Use Only

Date Considered:

Amount Approved:

\_\_\_\_\_

Approved

Not Approved

Psy.D. Director

Date(s) Funds Disbursed:

## Appendix C: Clinical Dissertation Committee Application

---

**Student Name**

---

**Date**

Indicate below choices for your clinical dissertation committee. Obtain the faculty signatures to indicate that you have discussed membership on your committee and his/her willingness to serve on it. **Note: if member is not a faculty member of Wheaton College, give his/her complete name & degree, complete the additional information for non-Wheaton College member below before submitting it. If your Chair is not a clinical faculty person, please indicate the person you wish to serve as your Advisor.** The committee must be approved by the Psy.D. Director.

NAME*	DEPT./AFFILIATION	SIGNATURE
1. _____ (Chair)	<u>PSYCH DEPT</u>	_____
2. _____	_____	_____
3. _____	_____	_____

**\*Non-Wheaton College Member**

**For stipend check**

**Mailing Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Social Security Number:**

\_\_\_\_\_

### When Dissertation Chair is Not a Clinical Faculty Member

When the student chooses a dissertation chair, that faculty member typically becomes the student's advisor. An exception is made when the Chair is not a clinical faculty member. In this case, the student's original advisor remains the advisor unless the student requests that a different clinical faculty person take on the role of advisor. In this case, the student makes this request below and obtains the signature of the newly requested advisor. The request must be approved by the Psy.D. Director.

---

**Name of advisor requested if chair is not a clinical faculty member**

---

**Signature of new advisor**

---

**Director of Psy. D. Program**

---

**Date**

**Copy to: Student**  
**Original: Student File**

**Appendix D: Final Proposal Title Page**

WHEATON COLLEGE GRADUATE SCHOOL

Psychology Department

Clinical Dissertation Proposal

Title of Clinical Dissertation

By

Author's Name

APPROVED:

-----  
Type Clinical Dissertation Comt. Chair's name here

-----  
Date

-----  
Type Clinical Dissertation Comt. Member's name here

-----  
Date

-----  
Type Clinical Dissertation Comt. Member's name here

-----  
Date

-----  
Member, Admissions & Academic Requirements Comt.

-----  
Date

**Appendix E: Dissertation Manuscript Title Page**

Running head:

The Title of Your Dissertation:  
in Title Case

A Dissertation Submitted To The Faculty Of The Graduate School  
In Partial Fulfillment Of The Requirements For The Doctor of Psychology Degree

Psychology Department

by

Author's Name

Wheaton, Illinois  
Month, Year

## Appendix F: Certification Page Example

The Title of Your Dissertation:  
In Title Case

by  
Student Name

Approved:

\_\_\_\_\_  
Robert J. Gregory, Ph.D., Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kelly S. Flanagan, Ph.D.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sally Schwer Canning, Ph.D.

\_\_\_\_\_  
Date

## **Appendix G: Disclaimer Page Sample**

### **Disclaimer**

The views expressed in this clinical dissertation manuscript are those of the student and do not necessarily express the views of the Wheaton College Graduate School.

## Appendix H: Table of Contents Sample Page

### Table of Contents

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