

## **PCOE Thesis/Dissertation Responsibilities**

### **Responsibilities of:**

#### **Committee Chair**

- Follow all thesis/dissertation policies, guidelines and deadlines from the program, unit, PCOE and ORGS and assure the thesis/dissertation meets these guidelines.
- Complete CITI training and familiarize yourself with university policies and ethics guidelines.
- Meet with student to develop a research topic and submit initial unit forms.
- Create a syllabus and share it with the student during the first week of every semester. Syllabus should have specific guidelines, expectations, and deadlines specific to academic unit outlined for the semester.
- Create a D2L course that includes, at a minimum, the following documents: syllabus, initial timeline of events, minimal expectations for the semester, and grade requirements.
- Consult with the student, select committee members and provide duties for committee members (methodologist, copy editor, APA reviewer, etc.).
- Contact the student regularly (via email or D2L) to check on their progress.
- Complete PCOE Thesis/Dissertation training.
- Provide feedback on all aspects of the written documents including grammar and clarity of writing, organization of the literature review, thoroughness of studies presented, quality of the methodology proposed, appropriateness of proposed statistics, and formatting, using APA 7<sup>th</sup> edition.
- Ensure all committee member suggestions/feedback is incorporated into the thesis/dissertation.
- Prepare the student for the proposal and defense meetings, including the agenda
- Arrange and facilitate the proposal and defense meetings (location, zoom link, etc.)
- Maintain a respectful and professional attitude at all times.
- Ensure there is no conflict of interest.

#### **Committee Member**

- Know and adhere to current policies and procedures within the program, unit, PCOE and ORGS.
- Complete CITI training and PCOE Thesis/Dissertation training.
- Work under the guidance of the thesis/dissertation chair
- Read drafts and provide meaningful feedback, including but not limited to content/grammar/format issues/etc. Document all feedback.
- Perform other duties assigned by the chair (e.g., methodologist, copy editor, APA reviewer, etc.).
- Provide appropriate and timely feedback based on timelines created by the chair and student.
- Attend all meetings, including but not limited to (proposal and defense).
- Provide signatures/approvals on forms when appropriate.

### **Responsibilities of the Student**

- Follow program, unit, PCOE and ORGS thesis/dissertation guidelines.
- Meet with thesis/dissertation chair, select topic, submit approval form and enroll in respective course.
- Communicate with thesis/dissertation chair, form thesis/dissertation committee and submit appropriate form.
- Set proposal and defense date, obtain signatures, and follows proper forms throughout the process.
- After proposal defense, submit approval form with signatures.
- Arrange thesis/dissertation defense date and submit form.
- After successful thesis/dissertation defense, submit appropriate form.
- Meet the deadlines of the program, unit, PCOE and ORGS.
- Originate appropriate forms and obtain all signatures needed.
- Initiate and engage in communication with chair and committee members.
- Choose a topic/proofread and edit using APA 7th edition or appropriate journal formatting.
- Prepare adequately for meetings, including the creation of the meeting agenda
- Submit appropriate paperwork and meet all deadlines.
- Maintain a professional attitude at all times.
- Keep chair and committee members informed at all times.
- Avoid consulting the full committee for feedback without prior approval of the Chair.
- Be aware that some committee members (including chairs) may resign from a committee if the student does not make timely progress towards completion.
- Students who wish to change committee members should demonstrate courtesy by communicating about the change directly with the faculty involved and completing necessary paperwork.
- Expect to make multiple revisions to your draft throughout the entire process.
- Take and keep notes during meetings for the purpose of revision.
- The defense may only be scheduled once the manuscript has been given final approval by all committee members.

**NOTE:** Prior to the proposal and defense meetings, your meeting form with signatures and the attached thesis/dissertation must be received at the dean level a minimum of 10 business days prior to the meeting date.

### **Responsibilities of the Unit Head**

- Follow program, unit, PCOE and ORGS thesis/dissertation guidelines.
- Review polished thesis/dissertation and provide meaningful feedback prior to the proposal meeting and defense meeting.
- Provide signature on forms when appropriate.

### **Responsibilities of PCOE Grad Studies Coordinator**

- Follow program, unit, PCOE and ORGS thesis/dissertation guidelines.
- Review and approve thesis/dissertation for graduate school processes and formatting.
- Serve as Dean designee as appropriate.
- Serve as the liaison between PCOE and ORGS.

**Responsibilities of the Dean**

- Follow program, unit, PCOE and ORGS thesis/dissertation guidelines.
- Provide signature on forms when appropriate or give designee approval.
- Read drafts and provide meaningful feedback, if needed.
- Appoint designee as needed.