



DISSERTATION HANDBOOK

Doctor of Education

DISSERTATION HANDBOOK

November 2017 Edition

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INTRODUCTION

1.0. PURPOSE OF THE DISSERTATION

The dissertation is an original and scholarly research contribution to the candidate's chosen area of specialization. It should demonstrate competent application of appropriate research procedures and ethical guidelines in the investigation of a significant problem or issue. After completing the dissertation, students are strongly encouraged to apply for appropriate dissertation award programs and for opportunities to present and publish their work at appropriate venues.

1.1. TIMING OF DISSERTATION

Although the Dissertation process begins with DIS 890 Dissertation Plan Benchmark, students must successfully pass DIS 891 Dissertation Benchmark I and complete Chapter One of the Dissertation; at this point they are deemed to have officially matriculated to the Dissertation Phase.

After, completing DIS 891 Dissertation Benchmark I the student can then begin to work on the Institutional Review Board (IRB) proposal, which they submit when Chapters 1-3 have been approved (students in the Ed.D in Leadership and Management will still maintain the prior submission procedures, where the IRB is submitted when Chapter 1 has been approved) and the rest of the dissertation according to the University's dissertation policy. Please pay particular attention to the dates, timelines and deadlines contained in this Handbook. They are strictly observed by the University.

The Dissertation Plan Benchmark (DPB) is a substantial document in which the student develops their thought process as it relates to their plans for conducting research. The Dissertation Plan Benchmark focuses on the primary topic, research questions and research the student is planning to study.

The DPB is completed in DIS 890 Dissertation Plan Benchmark and represents the beginning stage of the Dissertation process. Students select their Dissertation Committee Chairs before starting this benchmark, and begin working with their respective Dissertation Committee Chairs while registered for this benchmark. Students must register and participate in all Dissertation benchmarks; each designed to engage the student in active and intensive research and in writing the doctoral dissertation. The course sequence for all Dissertation courses is outlined below. The DPB and the Dissertation Benchmarks I-V combine for 12 credits and span over two and a half years. The DPB is normally completed during the first three semesters of a student's doctoral program.

- DIS 890 Dissertation Plan Benchmark (2 credits)
- DIS 891 Dissertation Benchmark I - Chapter 1 (2 credits)*
- DIS 892 Dissertation Benchmark II - Chapter 2 & begin IRB proposal (2 credits)
- DIS 893 Dissertation Benchmark III - Chapter 3 & submit IRB proposal (2 credits)
- DIS 894 Dissertation Benchmark IV - Chapter 4 (2 credits)
- DIS 895 Dissertation Benchmark V - Chapter 5 (2 credits)

*student in the EdD in Leadership and Management will submit their IRB proposal once Chapter 1 has been approved.

- DIS 896 Dissertation: Research in Leadership and Innovation (1 credit)
- DIS 897 Dissertation Experience (0 credit/non-tuition/non-fee generating) see page 5

A candidate for the doctoral degree must complete DIS 890 Dissertation Plan Benchmark. A student who cannot successfully complete DIS 890 Dissertation Plan Benchmark will be withdrawn from the program.

A student must have been registered or is currently registered for the Dissertation benchmark in which they are working. Under no circumstances will a Dissertation Committee Chair work with a student on a Chapter for which the student has not completed or is currently registered for the respective Dissertation benchmark.

1.2. ETHICS OF DISSERTATION RESEARCH

The primary responsibility for insuring ethical conduct throughout the dissertation process, and ethical treatment of subjects, lies with the doctoral candidate and the dissertation chair. The studies involving human subjects must meet all the requirements of St. Thomas University policy on human subjects and must be approved by the Institutional Review Board (IRB). The IRB approval must follow a successful Dissertation Proposal defense as determined by the dissertation chair in collaboration with the dissertation committee members. The candidate should read the IRB's Guidelines for the detail needed to submit and get approval to proceed with data collection and subsequent portions of the dissertation study. (IRB Guidelines are posted on the Web and are included in the Ed.D. Information and Dissertation Resources webpage. This link is available at the top of every Dissertation Benchmark and in DIS 897- Dissertation Experience "Home" page.

1.3. DISSERTATION COMPONENTS

The completed dissertation must include the following:

1. Cover page
2. Abstract
3. Chapter 1: to include an introduction to the problem and a statement of the problem along with hypotheses or research questions, justification for, and significance of the

proposed research

4. Chapter 2: a thorough review of the relevant literature
5. Chapter 3: research methods to include subjects, research instruments, research procedure and method of analysis (Quantitative or Qualitative formats must be followed)
6. Chapter 4: Results of research or findings
7. Chapter 5: Discussion of results and findings, Reflections, Conclusion and Recommendations
8. References/Bibliography
9. Appendices (Instruments, etc.)- appendix A- must include the IRB proposal approval notification.

Please be sure to follow the School of Arts and Education Dissertation Template for the specific type of Research methodology you are using. i.e. Quantitative, Qualitative, etc. (See Appendix B and C)

1.4. THE DISSERTATION PLAN AND ADVANCEMENT TO DISSERTATION

When a student completes DIS 890 Dissertation Plan Benchmark, that student will be eligible to advance to the dissertation writing phase in DIS 891 Dissertation Benchmark I. It is at this point that the remaining members of the students committee are selected.

The Dissertation Committee will then review the Dissertation Plan immediately after their selection, and will make determination of the student readiness for beginning Dissertation work after review and approval of Chapter 1.

1.5. THE FIRST DISSERTATION MEETING

Soon after the candidate officially passes the Dissertation Plan Review and advances to the dissertation writing phase:

1. The Dissertation Committee Chair will schedule a meeting with the candidate to address all aspects of the proposed dissertation, based on the student's Dissertation Plan submitted while enrolled in DIS 890 Dissertation Plan Benchmark; and a preliminary review of the drafts of Chapter 1. This meeting is conducted via a virtual platform. Other members of the Student's Dissertation Committee will be present at this meeting.

2. A successful outcome of the first Dissertation meeting will be the approval by the Chair and the Committee, indicating that the candidate can proceed to finalize work on Chapter One of the dissertation. Any subsequent changes to "dissertation focus" must also be approved by the Chair.

3. The candidate will work on their doctoral dissertation manuscript concurrent with

other course work. This will vary depending on which Ed.D program the student is enrolled in.

4. The Chair of the Dissertation Committee and, where appropriate, other committee members (Research Matter Expert & Subject Matter Expert), will be available to the candidate to guide the student in making requested revisions to the developing dissertation manuscript. This guidance occurs in DIS 897 – Dissertation Experience.

2.0. DISSERTATION COMMITTEE

1. The Dissertation Committee Chair is selected upon the student enrolling in DIS 890 Dissertation Plan Benchmark. The foundation of the relationship among the dissertation candidate and the Chair begins when enrolled in DIS 890 Dissertation Plan Benchmark. The other committee members are not appointed at this time. All collaboration with the Dissertation Committee takes place in DIS 897 – Dissertation Experience.

2. The student's relationship with other members of the Committee begins during the time the student is enrolled in DIS 891 Dissertation Benchmark I.

3. The Committee must have three members. A Chair, and two other committee members- one being a research matter expert and the other a subject matter expert.

4. The candidate's Doctoral Dissertation Committee is responsible for guiding the student in all steps of the dissertation process; e.g., shaping and refining: a) a topic for the dissertation, b) the completed dissertation and c) the oral defense. Chief responsibility for this guidance lies with the Dissertation Committee Chair.

5. The Dissertation Committee Chair must be a University faculty member with doctoral status - ideally a faculty member of the candidate's area of interest.

6. Non-University members must be approved by the Provost or designee.

7. The student with their Chair, select the other members of the Dissertation Committee, although the process may be undertaken in collaboration between the Dean or designee and the student. Committee members must come from current full-time STU faculty, or selected from those listed on the Committee Member Approved list. The Chair plays a key role in this selection process.

8. Any subsequent changes to the Dissertation Committee must be approved by the Dean or designee.

9. All members of the committee have full voting privileges and all three must agree for

the dissertation or any part, to move forward. Only the Doctoral Dissertation Committee is charged with the approval of the dissertation topic, proposal, Chapters 1-5, and the final product before submission for defense and final review.

2.1. WORKING WITH THE DISSERTATION COMMITTEE

1. The candidate's Dissertation Committee supports, guides and directs the dissertation experience. The Committee's primary function is to provide written feedback on various drafts of the candidate's dissertation chapters and to ensure that a scholarly product is the final result of the successful dissertation experience.

2. The Role of the Dissertation Chair and Members: The Dissertation Chair provides general guidance and support to the student during the entire Dissertation Phase. The Chair works with the student, chapter by chapter and may subject the student's written material to a Scoring Rubric for Style and Writing Quality, chapter by chapter. After this requirement is met, and when the Chair is satisfied that the written material/chapter is of sufficient quality (style, content and structure) to be judged by peers as acceptable/scholarly and publishable, the Chair then submits revised copies for the review and input of the other Committee members. When all members agree that a chapter is of sufficient quality to be considered scholarly and publishable, all three Committee Members sign off on the particular chapter (via DIS 897 Chapter upload area approval), and the candidate moves on to the next in sequence. All drafts, chapters for committee review, and final versions are uploaded and stored in DIS 897 – Dissertation Experience. For example, submitting Chapter 5 (final chapter) when all the committee members have not seen the previous work will not be accepted. DIS 897 Dissertation Experience is a non-credit/non tuition generating collaboration site that is created for all dissertation students. The Chair and Committee members, along with the student have access to this site throughout the dissertation process. DIS 897 is available at all times, and is the site where all dissertation work takes place. In this collaboration site, the student and/or Chair/Committee members will upload drafts, review drafts, and upload final versions of the respective chapters. This is the only place where all Committee members have access to student work. Only the student and the Chair should interact in the Benchmark Task content sections of DIS 897- Dissertation Experience. Committee Members are only authorized to review the content that has been uploaded in the Committee member upload and review area.

3. Besides the student, the Dissertation Chair is a pivotal person in the dissertation process. The Chair determines when each section of the candidate's work is ready to be fully reviewed by the entire committee. Meetings of all committee members are decided upon and arranged by the Chair. The candidate's oral defense is directed by the Chair. It is the Chair's responsibility to prepare the Doctoral Candidate for their defense. Review of the final approved dissertation Chapters 1-5; review of the PowerPoint for the defense (using STU PowerPoint Protocol template); reviewing the final dissertation before submission by the student through ProQuest and the STU Library.

IMPORTANT: Under no circumstances will a Committee meet with the student to “practice” or conduct a “mock” defense. Only the Chair has the responsibility to meet and prepare the doctoral candidate for their defense presentation. (See Appendix D for Dissertation Defense Guidelines)

4. Committee members provide invaluable time and effort to a candidate's dissertation experience. If a problem arises between a committee member and a candidate, that candidate should first try to resolve the problem with the committee member through the Chair. Should the problem persist, the candidate should seek guidance and assistance from the Lead Dissertation Chair or other designee. The Chair, in conjunction with the student can petition the Program Director for replacement of Committee Members. Only the Program Director will inform the respective Committee member of their replacement.

5. Once the candidate's proposal defense is completed, Committee membership is altered only under the most unusual circumstances.

6. When completed, draft chapters are submitted to all committee members. Students should wait at least three weeks for the review of the candidate's work before expecting feedback.

3.0. CONTINUOUS REGISTRATION FOR DISSERTATION STUDENTS

By the semester following successful completion of all dissertation benchmarks, all doctoral candidates will be expected to continuously enroll for one (1) dissertation credit course DIS 896 Dissertation: Research in Leadership and Innovation each semester until graduation. A student must be registered in the semester that he or she graduates. Regardless of what other courses they are registered for.

Dissertation advice by the Dissertation Chair or Committee members can only be given to a doctoral candidate who registers for DIS 896 Dissertation: Research in Leadership and Innovation as appropriate or is in active student status, enrolled in DIS 890-895. The doctoral candidate shall register online each semester and will have access to all services of the University; and is expected to consult with the Dissertation Chair (or Committee member with the chairs approval) during a semester in which the candidate is registered for DIS 896. A doctoral candidate cannot access the University's services and consult with a Chair or Committee member regarding the dissertation if that student is not registered (and in active student status) during that same period.

A candidate who fails to maintain two semesters of continuous registration during an academic year will be required to re-apply to the program when that student undertakes to continue or complete the degree. If re-admitted, it will be at the discretion of the School of Arts and Education which courses previously taken in the Ed. D. program will be accepted on re-admission.

4.0. LEAVE OF ABSENCE AND RECENCY OF ST. THOMAS CREDIT

A candidate may apply in writing to the Dean of the School of Arts and Education for leave from doctoral studies for up to one year. Students who have not been granted a leave of absence in writing by the Dean will be deemed to have withdrawn after one academic year of absence (see "Leave of Absence" in the Graduate Catalog).

St. Thomas University credits taken within eight (8) years may be accepted toward degree requirements with the approval of the Dean or designee. No St. Thomas University credits older than eight (8) years will be applied toward degree requirements (see "Recency of St. Thomas Credits" in the Graduate Catalog).

5.0. DEVELOPMENT OF DISSERTATION MANUSCRIPT

The candidate may begin the dissertation, only after the satisfactory completion of DIS 890 Dissertation Plan Benchmark. In accordance with the plan embodied in the candidate's approved Dissertation Plan, consistent with guidelines in the IRB documents and under the close guidance of the Dissertation Chair and committee, the candidate:

1. Shall conduct the dissertation study, process and interpret the data, make conclusions, and
2. Prepare (typically chapter by chapter), a dissertation manuscript that complies with all steps and guidelines detailed in the current versions of the University Dissertation Publication Manual and the School of Arts and Education Dissertation Handbook.

In addition:

3. The dissertation must be successfully submitted, defended and approved by the School of Arts and Education and the St. Thomas University Library for publication with ProQuest no later than the end of the semester following the end of the eighth year of enrollment in the program, the term limit allowed for such programs at the University (see Graduate Catalog).
4. You will not submit any written dissertation work to members of your Committee. All work must be submitted to Committee members only through the Chair. If a meeting with members of the Committee is required, this must be authorized by your Dissertation Chair.
5. In the case where there is any change in Dissertation Committee membership, your new Dissertation Committee, at its discretion and upon review of samples of your earlier dissertation work (if applicable), will determine if you will continue with your current dissertation topic/work, modify it, or start a new one altogether.

6. During the dissertation writing phase, you will submit one chapter at a time and will await feedback and approval from your Committee before submitting subsequent chapters.

7. Starting with the Dissertation Plan, and continuing with each subsequent dissertation chapter, your dissertation work will be submitted to a) a style test and b) writing quality assessment. Dissertation writings (Dissertation Plan and Chapters) that fail either, will be returned to the candidate for rewrite and review.

8. When your dissertation has been successfully defended, it must pass a final Style and Writing Quality Assessment first through your Chair and then one administered by the St. Thomas University Library before it can be formally accepted by the Library for processing, binding and ProQuest admissibility. Dissertation that fails those requirements will be returned for review and rewrite. This process can jeopardize your expected graduation date.

9. Candidates are strongly encouraged to seek out sample dissertations for review as they develop various sections of the dissertations.

6.0. STYLE, PROOFREADING AND TYPING SERVICES

APA and Style Test Requirements:

1. It is the responsibility of the candidate to:

a) Have the dissertation word processed according to the requirements of the current School of Arts and Education Dissertation handbook, the University Dissertation Publication Manual, and the current APA Publication Manual; and,

b) Proofread the dissertation. Any typographical errors or failures to adhere to manuals cited in 5.0 (2) above shall make the dissertation unacceptable for final approval.

7.0. USE OF CONSULTANTS

The use of outside consultants may be allowed only under rare circumstances and at the discretion of the Chair. However, candidates will be responsible for demonstrating their own thorough understanding of all aspects of their dissertation. The use of outside consultants for proposal or dissertation writing is expressly prohibited. The use of outside editors exclusive of content is acceptable.

8.0. DATE AND PLANNING FOR ORAL DEFENSE OF THE DISSERTATION

Please read and follow all instructions and guidelines in the Dissertation Defense Guidelines document found in Appendix D of this document.

9.0. PUBLISHING/BINDING and QUALITY CONTROL

All doctoral candidates must follow the St. Thomas University requirements that are provided in the Dissertation handbook and the Dissertation Publications Manual. The current (most up-to-date) versions are the versions that dictate the procedures to follow.

10.0. COMMENCEMENT

1. Participation in Commencement is contingent upon a successful Oral Defense of the dissertation and approval of the final digital copy submitted to the St. Thomas University Library. Be sure to follow the STU Library's deadlines for submission of the final Committee Approved version of the dissertation. Dissertations with mistakes, including Style and Writing, or those that do not follow the rules of the current University Dissertation Publication Manual will be RETURNED TO THE AUTHOR.

2. Candidates with dissertations that contain mistakes or do not follow the rules of the current University Dissertation Publication Manual will not be eligible for graduation until all corrections have been approved by the Library. Conferral of degree is contingent upon the final approval by the University Library indicating that all requirements, including those of the University Dissertation Publication Manual have been met. The final determination is made by the Dean in consultation with the Chair.

3. Prior to the commencement date, the candidate should obtain instructions from the Dissertation Chair and Office of Student Services about all particulars regarding where and when to meet, and precisely what to do during the hooding ceremony.

APPENDIX A

**DISSERTATION DEFENSE APPROVAL
FORM**

To the Program Director of the Doctoral Program:

We, the undersigned, agree that the Dissertation, in approved form was
successfully defended by:

Doctoral Candidate's Name

Date of Defense

Signed, Chair, Dissertation Committee, Date

Signed, Member, Dissertation Committee, Date

Signed, Member, Dissertation Committee, Date

APPENDIX B

**DOCTORAL DISSERTATION –
QUALITATIVE RESEARCH TEMPLATE**

Refer to St. Thomas University *Dissertation Manual* throughout the writing process.

Model Title Page

Title of the Qualitative Dissertation

By: Author's Name

Date of the Defense

Submitted in Partial Fulfillment of the Requirements for the Doctor of Education degree.

St. Thomas University
Miami Gardens, Florida

Approved:

(Name of Chair, highest earned degree, title, and St. Thomas University)
Committee Chair

(Name of Committee Member, highest earned degree, title, St. Thomas University)
Committee Member

(Name of Committee Member, highest earned degree, title, St. Thomas University)
Committee Member

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Copyright Acknowledgement Form
St. Thomas University

I, the writer's full name, understand that I am solely responsible for the content of this dissertation and its use of copyrighted materials. All copyright infringements and issues are solely the responsibility of myself as the author of this dissertation and not St. Thomas University, its programs, or libraries.

Signature of Author

Date

Witness (Type Name Here)

Date

St. Thomas University Library Release Form

Title of Dissertation

Author's Name

I understand that US Copyright Law protects this dissertation against unauthorized use. By my signature below, I am giving permission to St. Thomas University Library to place this dissertation in its collections in both print and digital forms for open access to the wider academic community. I am also allowing the Library to photocopy and provide a copy of this dissertation for the purpose of interlibrary loans for scholarly purposes and to migrate it to other forms of media for archival purposes.

Signature of Author

Date

Witness (Type Name Here)

Date

Abstract

The target length of the abstract in St. Thomas University doctoral dissertations is 350 words or less, formatted in one double-spaced paragraph (do not create a justified right margin). Guidelines for development of the abstract can be found in section 2.04 of the *APA Publication Manual*, 6th edition. Note that the Abstract page has no page number and “Abstract” does not appear in the Table of Contents.

Acknowledgments

This page is typically included in a dissertation. Refer to the *Dissertation Manual* regarding who should be acknowledged on this page. The “Acknowledgments” entry does appear in the Table of Contents.

Dedication

Refer to the *Dissertation Manual* regarding who should be acknowledged in a dedication (this page is often included, although not required, in a dissertation). The Dedication page is numbered, but “Dedication” does not appear in the Table of Contents (note that if the Abstract is two pages long, the page number for the Dedication must be changed to iv).

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Statement of the Problem	
Purpose of the Study	
Research Questions	
Rationale, Relevance, and Significance of the Study	
Nature of the Study	
Definition of Terms	
Assumptions, Limitations, and Delimitations	
Chapter 1 Summary	

(Format Note: These entries are not connected to the text via the “Index and Tables” feature of Microsoft Word.)

CHAPTER 2. LITERATURE REVIEW

Introduction to the Literature Review

Review of Research Literature

Theoretical Framework

Chapter 2 Summary

CHAPTER 3. METHODOLOGY

Introduction to Chapter 3

Methodology and Research Design

Research Site, Target Population, Sampling Method, and Related Procedures

Instrumentation

Data Collection

Data Analysis Procedures

Credibility

Transferability

Dependability

Confirmability

Ethical Issues

Chapter 3 Summary

CHAPTER 4. DATA ANALYSIS AND RESULTS

Introduction

Description of the Sample

Summary of the Results

Detailed Analysis (organized by theme or research question)

Chapter 4 Summary

CHAPTER 5. CONCLUSIONS AND DISCUSSION

Introduction

Discussion of the Results

Discussion of the Results in Relation to the Literature

Limitations

Implication of the Results for Practice

Recommendations for Further Research

Conclusion

APPENDICES

REFERENCES

List of Tables

Table 1. Add title (single-space table titles; double-space between entries)	xx
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List of Charts or Graphs

Figure 1. Add title (single-space figure titles; double-space between entries) xx

(Note: Do not remove the section break that follows this paragraph.)

CHAPTER 1. INTRODUCTION

Use these headings as needed and as directed by the mentor.

Introduction to the Problem

Background, Context, and Theoretical Framework

Statement of the Problem

Purpose of the Study

Research Questions

Rationale, Relevance, and Significance

Nature of the Study

Definition of Terms

Assumptions, Limitations, and Delimitations

Chapter 1 Summary

CHAPTER 2. LITERATURE REVIEW

Introduction to the Literature Review

Theoretical Framework

Review of the Research Literature

Chapter 2 Summary

CHAPTER 3. METHODOLOGY

Introduction to Chapter 3

Purpose of the Proposed Study

Research Questions

Research Design

Target Population, Sampling Method, and Related Procedures

Target Population

Sampling Method

Sample Size

Setting

Recruitment

Instrumentation

Data Collection

Data Analysis Procedures

Analysis and Procedures

Credibility

Transferability

Dependability

Confirmability

Ethical Issues

Researcher's Position Statement

Conflict of interest assessment.

Position statement.

Ethical Issues in the Study

Chapter 3 Summary

CHAPTER 4. DATA ANALYSIS AND RESULTS

Introduction

Description of the Sample

Summary of the Results

Detailed Analysis (organized by theme or research question)

Chapter 4 Summary

CHAPTER 5. CONCLUSIONS AND DISCUSSION

Introduction

Discussion of the Results

Discussion of the Results in Relation to the Literature

Limitations

Implication of the Results for Practice

Recommendations for Further Research

Conclusion

REFERENCES

(References should be single-spaced, with a full space between entries. Use the ruler to create a hanging indent.)

APPENDIX A

Institutional Review Board Approval

(insert IRB Approval form here)

APPENDIX B

Statement of Original Work and Signature

Copyright Acknowledgement Form St. Thomas University I, the writer's full name, understand that I am solely responsible for the content of this dissertation and its use of copyrighted materials. All copyright infringements and issues are solely the responsibility of myself as the author of this dissertation and not St. Thomas University, its programs, or libraries.

Signature of Author

Date

Witness (Type Name Here)

Date

APPENDIX C

INFORMED CONSENT FORM

INFORMED CONSENT FORM

Study Title:

Researcher:

Email Address and Telephone Number:

Research Supervisor:

Supervisor Email Address:

You are invited to be part of a research study. The researcher is a doctoral learner at St. Thomas University in the School of Arts and Education. The information in this form is provided to help you decide if you want to participate. The form describes what you will do during the study and the risks and benefits of the study.

If you have any questions or do not understand something in this form, you should ask the researcher. Do not participate in the study unless the researcher has answered your questions and you decide that you want to be part of this study.

WHAT IS THIS STUDY ABOUT? Here is where you want to include what your study is about.

HOW MANY PEOPLE WILL BE IN THIS STUDY?

125 participants will be in this study.

WHY AM I BEING ASKED TO BE IN THE STUDY?

You are invited to be in the study because you are: **What are the qualifications of the participant?**

All participants will be between **20 - 79**.

If you do not meet the description above, you are not able to be in the study.

WHO IS PAYING FOR THIS STUDY?

The researcher is not receiving funds to conduct this study.

WILL IT COST ANYTHING TO BE IN THIS STUDY?

You do not have to pay to be in the study.

HOW LONG WILL I BE IN THE STUDY?

If you decide to be in this study, your participation will last about ___ hours. About ___ per week for _____ consecutive weeks of participation is required.

WHAT WILL HAPPEN DURING THIS STUDY?

If you decide to be in this study and if you sign this form, you will do the following things:

[SELECT ONE OR MORE OF THE FOLLOWING ACTIVITIES. OMIT ACTIVITIES WHICH WILL NOT BE PART OF THE STUDY]

- give personal information about yourself, such as **years of work in your particular area of expertise.**

WILL BEING IN THIS STUDY HELP ME?

Being in this study will not help you. Information from this study might help researchers help others in the future.

ARE THERE RISKS TO ME IF I AM IN THIS STUDY?

No study is completely risk-free. However, we do not anticipate that you will be harmed or distressed during this study. You may stop being in the study at any time if you become uncomfortable. You should be aware, however, that there is a small possibility that responses could be viewed by unauthorized parties (e.g. computer hackers because your responses are being entered and stored on a web server)

WILL I GET PAID?

You will not receive anything for being in the study.

DO I HAVE TO BE IN THIS STUDY?

Your participation in this study is voluntary. You can decide not to be in the study and you can change your mind about being in the study at any time. There will be no penalty to you. If you want to stop being in the study, tell the researcher.

WHO WILL USE AND SHARE INFORMATION ABOUT MY BEING IN THIS STUDY?

Any information you provide in this study that could identify you such as your name, age, or other personal information will be kept confidential. Data will be stored on a password secured private computer. In any written reports or publications, no one will be able to identify you.

The researcher will keep the information you provide in a home office and only the researcher, researcher's supervisor, and dissertation committee will have access to the study data.

Even if you leave the study early, the researcher may still be able to use your data.

WHO CAN I TALK TO ABOUT THIS STUDY?

You can ask questions about the study at any time. You can call the researcher at any time if you have any concerns or complaints. You should call the researcher at the phone number listed on page 1 of this form if you have questions about the study procedures, study costs (if any), study payment (if any), or if you get hurt or sick during the study.

St. Thomas University's Institutional Review Board (IRB) has been established to protect the rights and welfare of human research participants. Please contact us at 1-888-111-1111, for any of the following reasons:

- You have questions about your rights as a research participant.
- You wish to discuss problems or concerns.
- You have suggestions to improve the participant experience.
- You do not feel comfortable talking with the researcher.

You may contact the IRB without giving us your name. We may need to reveal information you provide in order to follow up if you report a problem or concern.

DO YOU WANT TO BE IN THIS STUDY?

By clicking the link below you agree to the following statement:

I have read this form, and I have been able to ask questions about this study. I voluntarily agree to be in this study. I agree to allow the use and sharing of my study-related records as described above.

I have not given up any of my legal rights as a research participant. I will print a copy of this consent information for my records.

APPENDIX C

**DOCTORAL DISSERTATION –
QUANTITATIVE RESEARCH TEMPLATE**

Refer to St. Thomas University *Dissertation Manual* throughout the writing process.

Model Title Page

Title of the Quantitative Dissertation

By: Author's Name

Date of the Defense

Submitted in Partial Fulfillment of the Requirements for the Doctor of Education degree.

St. Thomas University
Miami Gardens, Florida

Approved:

(Name of Chair, highest earned degree, title, and St. Thomas University)
Committee Chair

(Name of Committee Member, highest earned degree, title, and St. Thomas University)
Committee Member

(Name of Committee Member, highest earned degree, title, and St. Thomas University)
Committee Member

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Copyright Acknowledgement Form
St. Thomas University

I, the writer's full name, understand that I am solely responsible for the content of this dissertation and its use of copyrighted materials. All copyright infringements and issues are solely the responsibly of myself as the author of this dissertation and not St. Thomas University, its programs, or libraries.

Signature of Author

Date

Witness (Type Name Here)

Date

St. Thomas University Library Release Form

Title of Dissertation

Author's Name

I understand that US Copyright Law protects this dissertation against unauthorized use. By my signature below, I am giving permission to St. Thomas University Library to place this dissertation in its collections in both print and digital forms for open access to the wider academic community. I am also allowing the Library to photocopy and provide a copy of this dissertation for the purpose of interlibrary loans for scholarly purposes and to migrate it to other forms of media for archival purposes.

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This page is typically included in a dissertation. Refer to the *Dissertation Manual* regarding who should be acknowledged on this page. The “Acknowledgments” entry does appear in the Table of Contents.

Dedication

Refer to the *Dissertation Manual* regarding who should be acknowledged in a dedication (this page is often included, although not required, in a dissertation). The Dedication page is numbered, but “Dedication” does not appear in the Table of Contents (note that if the Abstract is two pages long, the page number for the Dedication must be changed to iv).

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(Note: Do not remove the section break that follows this paragraph.)

CHAPTER 1. INTRODUCTION

Use these headings as needed and as directed by the mentor.

Introduction to the Problem

Background, Context, and Theoretical Framework

Statement of the Problem

Purpose of the Study

Research Questions

Rationale, Relevance, and Significance

Nature of the Study

Definition of Terms

Assumptions, Limitations, and Delimitations

Organization of the Remainder of the Study

CHAPTER 2. LITERATURE REVIEW

Introduction to the Literature Review

Theoretical Framework

Review of the Research Literature and Methodological Literature

Review of Research Regarding [the Topic/Research Problem] *<replace [the Topic/Research Problem] with your specific topic and add subsections as necessary*

Review of Methodological Issues

Synthesis of Research Findings

Critique of Previous Research

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Introduction to Chapter 3

Purpose of the Proposed Study

Research Questions and Hypotheses

Research Design

Target Population, Sampling Method, and Related Procedures

Target Population

Sampling Method

Sample Size

Setting

Recruitment

Instrumentation

Data Collection

Field Test

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Operationalization of Variables

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Ethical Issues

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Position statement.

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Chapter 3 Summary

CHAPTER 4. DATA ANALYSIS AND RESULTS

Introduction

Description of the Sample

Summary of the Results

Detailed Analysis

Chapter 4 Summary

Note: See the *St. Thomas University Dissertation Manual* for alternative headings for a qualitative study.

CHAPTER 5. CONCLUSIONS AND DISCUSSION

Introduction

Discussion of the Results

Summary of the Results

Discussion of the Results in Relation to the Literature

Limitations

Implication of the Results for Practice

Recommendations for Further Research

Conclusion

REFERENCES

(References should be single-spaced, with a full space between entries. Use the ruler to create a hanging indent.)

Appendix A

Institutional Review Board Approval

(insert IRB Approval form here)

Appendix B

Statement of Original Work and Signature

Copyright Acknowledgement Form St. Thomas University I, the writer's full name, understand that I am solely responsible for the content of this dissertation and its use of copyrighted materials. All copyright infringements and issues are solely the responsibly of myself as the author of this dissertation and not St. Thomas University, its programs, or libraries.

Signature of Author

Date

Witness (Type Name Here)

Date

Appendix C

INFORMED CONSENT FORM

Study Title:

Researcher:

Email Address and Telephone Number:

Research Supervisor:

Supervisor Email Address:

You are invited to be part of a research study. The researcher is a doctoral learner at St. Thomas University in the School of Arts and Education. The information in this form is provided to help you decide if you want to participate. The form describes what you will do during the study and the risks and benefits of the study.

If you have any questions or do not understand something in this form, you should ask the researcher. Do not participate in the study unless the researcher has answered your questions and you decide that you want to be part of this study.

WHAT IS THIS STUDY ABOUT? Here is where you want to include what your study is about.

HOW MANY PEOPLE WILL BE IN THIS STUDY?

125 participants will be in this study.

WHY AM I BEING ASKED TO BE IN THE STUDY?

You are invited to be in the study because you are: **What are the qualifications of the participant?**

All participants will be between ages **20 - 79**.

If you do not meet the description above, you are not able to be in the study.

WHO IS PAYING FOR THIS STUDY?

The researcher is not receiving funds to conduct this study.

WILL IT COST ANYTHING TO BE IN THIS STUDY?

You do not have to pay to be in the study.

HOW LONG WILL I BE IN THE STUDY?

If you decide to be in this study, your participation will last about ____ hours. About ____ per week for _____ consecutive weeks of participation is required.

WHAT WILL HAPPEN DURING THIS STUDY?

If you decide to be in this study and if you sign this form, you will do the following things:

[SELECT ONE OR MORE OF THE FOLLOWING ACTIVITIES. OMIT ACTIVITIES WHICH WILL NOT BE PART OF THE STUDY]

- give personal information about yourself, such as **years of work in your particular area of expertise.**

WILL BEING IN THIS STUDY HELP ME?

Being in this study will not help you. Information from this study might help researchers help others in the future.

ARE THERE RISKS TO ME IF I AM IN THIS STUDY?

No study is completely risk-free. However, we do not anticipate that you will be harmed or distressed during this study. You may stop being in the study at any time if you become uncomfortable. You should be aware, however, that there is a small possibility that responses could be viewed by unauthorized parties (e.g. computer hackers because your responses are being entered and stored on a web server)

WILL I GET PAID?

You will not receive anything for being in the study.

DO I HAVE TO BE IN THIS STUDY?

Your participation in this study is voluntary. You can decide not to be in the study and you can change your mind about being in the study at any time. There will be no penalty to you. If you want to stop being in the study, tell the researcher.

WHO WILL USE AND SHARE INFORMATION ABOUT MY BEING IN THIS STUDY?

Any information you provide in this study that could identify you such as your name, age, or other personal information will be kept confidential. Data will be stored on a password secured private computer. In any written reports or publications, no one will be able to identify you.

The researcher will keep the information you provide in a home office and only the researcher, researcher's supervisor, and dissertation committee will have access to the study data.

Even if you leave the study early, the researcher may still be able to use your data.

WHO CAN I TALK TO ABOUT THIS STUDY?

You can ask questions about the study at any time. You can call the researcher at any time if you have any concerns or complaints. You should call the researcher at the phone number listed on page 1 of this form if you have questions about the study procedures, study costs (if any), study payment (if any), or if you get hurt or sick during the study.

St. Thomas University's Institutional Review Board (IRB) has been established to protect the rights and welfare of human research participants. Please contact us at 1-888-111-1111, for any of the following reasons:

- You have questions about your rights as a research participant.
- You wish to discuss problems or concerns.
- You have suggestions to improve the participant experience.
- You do not feel comfortable talking with the researcher.

You may contact the IRB without giving us your name. We may need to reveal information you provide in order to follow up if you report a problem or concern.

DO YOU WANT TO BE IN THIS STUDY?

By clicking the link below you agree to the following statement:

I have read this form, and I have been able to ask questions about this study. I voluntarily agree to be in this study. I agree to allow the use and sharing of my study-related records as described above.

I have not given up any of my legal rights as a research participant. I will print a copy of this consent information for my records.

APPENDIX D

**DOCTORAL DISSERTATION DEFENSE
GUIDELINES**

DISSERTATION DEFENSE GUIDELINES FOR CHAIRS

As a Dissertation Chair for St. Thomas University, you will be responsible for supporting your Doctoral Candidate through their dissertation benchmarks to completion. This includes the Oral Defense.

IMPORTANT: Under no circumstances, will a Doctoral Candidate be allowed to defend their dissertation if the student has not completed all of the Dissertation Benchmarks (DIS 890-895) or their equivalents from prior Saint Thomas University Ed.D programs. A student may defend, if they are currently enrolled in DIS 895, or has completed all Dissertation benchmarks, and is now enrolled in DIS 896 (1 credit) in order to maintain their active dissertation status. A Doctoral Candidate MUST be enrolled in a Dissertation Benchmark (DIS 895 or DIS 896) during the Semester they defend their dissertation. No exceptions!

Please follow the steps below to schedule the defense and keep this as a resource to use during the presentations.

Scheduling the Oral Defense via ZOOM

1. Have the Doctoral Candidate select **three dates** (at least 10 days out from the committee's initial approval of the manuscript) that accommodate the Candidate, Chair and Committee Member's schedules.
2. Please send those options to the Director of Doctoral Programs and Lead Doctoral Dissertation Chair at and he/she will schedule the defense and provide the ZOOM information to all those attending.
3. A Zoom session is scheduled regardless of whether the Doctoral candidate is participating in a "live" oral defense on campus.

The STU Approved PowerPoint Protocol/Template must be used for all presentations. Please be sure to **ONLY** use the Dissertation Defense PowerPoint template for the actual PowerPoint used on that day. This is available on the Dissertation Resources webpage which can be accessed through the Dissertation Resources link in any Dissertation Benchmark or in DIS 897 Dissertation Experience. The agenda (to be the first slide after the title page in the PowerPoint) for the actual Defense must follow the format found in the Dissertation Defense PowerPoint template.

NOTE: make appropriate adjustments to the Presentation sections for Qualitative vs Quantitative Dissertations, paying particular attention to including all sections of the Dissertation that should be covered. The Dissertation Presentation by the Doctoral candidate must not take more than 40 minutes, so it allows for Introductions, Q&A, and Closing Comments in the remaining time.

Two weeks before the actual date for the defense, the Lead Dissertation Chair must receive the following four items:

- a completed Agenda as specified in the Defense PowerPoint template

- list of names and email addresses of any family/personal or professional friends that the Doctoral candidate would want for us to formally invite. (Do not include STU Faculty/Admin. since it is STU Protocol for all Faculty/Admin to be invited through a formal Dissertation Defense announcement sent from the Dean's Office. Special invitations go to the University President, Provost, etc.)
- verification of the actual "Title" of the Dissertation and send this to the Lead Doctoral Dissertation Chair so it can included in all communication regarding the Defense.
- complete list of names and verified degrees of each Chair and Committee Member (Ed.D. or Ph.D.)

Online Oral Defense Structure and Tips

On the day of the defense, the Program Director or the Lead Doctoral Dissertation Chair will launch the ZOOM Session as the facilitator, to begin and record the defense. The Candidate, Chair, Committee Members and all others will join the meeting as participants. The facilitator will open the call and explain the process, and then turn the defense over to the Dissertation Chair. The Chair will ask the candidate to give a brief bio (if not already accomplished). The Chair should say some introductory words and then invite the candidate to begin. The candidate will do a "Share Screen" in order to facilitate the entire presentation. The PowerPoint (PPT) should take approximately 30-45 minutes. After that, the floor is opened for questions. The Doctoral Dissertation Committee Chair leads the Question & Answer session.

Example of questions a Doctoral candidate could expect during the Q&A (but not limited to):

1. Was there a particular researcher(s) who stood out as foundational for your study? Who was it and how did your findings relate to their research?
2. If you could do anything differently, what would it have been?
3. Based on your research findings, if you were to make policy recommendations, what would they be?
4. Were there any surprises you discovered along the way? How did they impact your research?
5. What are your plans for further research?

You can also use the PPT to formulate a content-specific question usually related to the findings. Questions regarding statistics can trip up the candidate and can be avoided unless there are important issues that the candidate can discuss cogently and comprehensively. Questions asked should will always result in success.

Post Q&A Discussion:

After the Q&A period, the Chair should ask if there are any additional questions, thank and direct the candidate to exit the meeting, and instruct the candidate to log back in after ten

minutes to hear the results. If the defense is also being held “live”, the Committee would be the ones to leave the room and deliberate in a different location.

The facilitator will dismiss all non-committee participants from the meeting. The Chair will lead the discussion, and it usually only takes a few minutes. Ask each member to weigh in with feedback and give their vote of pass or fail.

When the candidate logs back in (or the committee re-enters the room, if live), provide feedback to the candidate regarding the dissertation defense and the preliminary feedback from the committee. (Note #5 below)

DATE FOR ORAL DEFENSE OF DISSERTATION

At least six (4) weeks before the desired date of the online oral defense of the dissertation, the completed five chapters must be submitted to all committee members. This is to allow for Dissertation Committee reading and providing feedback. The Chair of the Committee, in consultation with the Committee members and the Dean or their designee, gives the approval to the proposed defense date. In addition:

1. If a candidate intends to graduate in a particular semester (Fall, Spring or Summer), the date of the oral defense for the dissertation cannot be later than one month from the date set by the Library as Deadline for Dissertation submission each Semester. These dates are published in the annual academic calendar available on the STU website.
2. The date and time shall be scheduled by the Chair (once cleared with the Director of Doctoral programs) and approved by all members of the committee. The defense of the dissertation is open to the St. Thomas University community. Members of the faculty, staff and fellow Ed. D. students (both online and blended) are invited by the Director of Doctoral programs. St. Thomas doctoral students are strongly encouraged to attend at least one defense prior to their own.
3. The Candidate **ONLY meets with the Chair** of the committee to prepare for the oral defense. **Under no circumstances does a Doctoral Candidate meet with the full committee to rehearse or practice for their defense.**
4. The Oral Defense presentation of the dissertation shall be facilitated by the Dissertation Committee Chair. The Doctoral Candidate must use the “Defense PowerPoint Template” for their presentation. This template is available on the Dissertation Resources webpage that can be accessed in all Dissertation Benchmarks (DIS 890 – DIS 895); DIS 896 (1 credit) and in DIS 897 Dissertation Experience.
5. **Candidates will NOT be told immediately after the Oral Defense of the “official” results of their Defense.**
6. Within 7 days following a successful oral dissertation defense, the Chair in consultation with the Committee will provide the student with a copy of the dissertation with all required changes to be made before the Chair and the Committee members will sign off on the Dissertation Approval Form.

7. At the discretion of the Full Committee, a second defense of the same dissertation may be required. Only two formal oral dissertation defenses may be scheduled per dissertation.

8. The passing of the oral defense does not imply or guarantee that the final written dissertation will be approved. The completed dissertation must still meet all the requirements of the current University Dissertation Publication Manual, and the Style and Writing Quality Assessment, as determined by the University.

AFTER A DISSERTATION DEFENSE

1. No later than 14 calendar days after receiving feedback from the chair and committee members, the candidate shall make all listed corrections, and give to the Chair a final electronic copy of the corrected unbound copy of the dissertation. The committee could allow 14 additional days if additional editing is necessary. But only if, the full committee, supports the allowance of this additional time. The Committee's allowance of additional time, does not change the University deadline dates for Final review and graduation deadlines for program completion.

2. The student must submit a bulleted letter to the Chair indicating where, in the dissertation text, each required correction was made.

3. The Chair will check the corrections and adherence to form and style and return the manuscript to the candidate within 7 calendar days of receipt.

4. All dissertation committee members then sign the Dissertation Approval Form when the final dissertation meets with their approval. **This stage is never done immediately following the Oral Defense of Dissertation.**

5. **A candidate is not yet a "doctor" and has not yet earned the doctorate degree until the degree has been officially conferred and awarded by the University.** This is normally performed at Commencement (graduation ceremonies) or specific graduation dates established by the University. Refrain from calling yourself "doctor" until such time.

FINAL DISPOSITION OF THE DISSERTATION/PUBLISHING THE DISSERTATION

Important information from the Dissertation Publications Manual (please review the Dissertation Publications Manual for full instructions and procedures to follow)