

## Doctoral Dissertation Agreement

(McGlothlin & Nelson, 2010)

This agreement is to be developed and discussed prior to the formal formation of one's dissertation committee.

The advisor and student agree to the following:

- This is the student's dissertation.
- Trust (for the advisor and student) plays a tremendous role in the dissertation process.
- Any subsequent publication of this data will be first authored by the student.
- They will finish this dissertation. In turn, comes dedication, open communication, and mutual encouragement toward completion.
- Ethical standards and practices of research will be upheld.
- Though the dissertation is seen as an independent work on the part of the student, this is also a collaborative effort between student and advisor. It takes both to get this done.
- Open communication, continual communication, and regular contact play a large role in completing a dissertation.
- Moving away from the university will typically increase the length of time it takes to complete a dissertation.

The advisor agrees to the following:

- Provide written and oral constructive feedback that attests to global and specific details of the dissertation.
- Provide feedback that will ensure a quality dissertation.
- Provide feedback to the student in a timely fashion.
- He/or she will not let the student go to proposal or oral defense until he/she is certain (to the best of his/her knowledge) that the student is ready to accomplish such tasks.
- Assist the student in preparing for oral portions of the dissertation process (e.g., proposal and defense)
- Be knowledgeable about the dissertation process, university guidelines, and programmatic issues regarding completion of the dissertation.
- Keep the student on track and focused.
- Attempt to foresee difficulties or problems with the dissertation process. This is not always possible but the advisor will try and foresee such issues.
- Listen to the students concerns about the dissertation process.

The student agrees to the following:

- Work hard.
- Dedicate substantial hours to the dissertation each week.
- Keep in mind that the student is still a student until he/she graduates.
- There is no such term as "ABD." "ABD" should not be used.
- Adhere to proposed timelines and deadlines.
- Keep in continual contact with the advisor.
- After receiving feedback from the advisor, the student will not only integrate the feedback but also be thoughtful and scholarly in revising the dissertation.
- The advisor is not your secretary!
- Keep up-to-date with university guidelines and deadlines regarding dissertations.
- Adhere to APA Style 6<sup>th</sup> Edition. If the student does not know it, he/she will read it and then know it prior to starting the dissertation.
- Realize that an editor will be required at least one time during the dissertation.
- Be honest with the advisor – if the student does not know something, let the advisor know and he/she will provide assistance in gaining that knowledge. This is especially true for the statistics.

Expectations of the Student / Candidate:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

Expectations of the Co-Director:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

Resources for Literature Review:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

Resources for Methodology and Data Analysis:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

Personal Resources:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

Motivational & Focus Resources:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

**Anticipated Timeline**

	Target 1	Target 2
Graduation:	_____	_____
Copyright:	_____	_____
Defense Date:	_____	_____
Pre-Defense:	_____	_____
Document Complete:	_____	_____
Chapter 4&5 Complete:	_____	_____
Chapter 5Draft:	_____	_____
Chapter 5 Draft:	_____	_____
Chapter 5 Draft:	_____	_____
Chapter 4 Draft:	_____	_____
Chapter 4 Draft:	_____	_____
Chapter 4 Draft:	_____	_____
Review of Data Analysis:	_____	_____
Data Analysis:	_____	_____
IRB Completed:	_____	_____
Proposal:	_____	_____
Chapter 3 Draft:	_____	_____
Chapter 3 Draft:	_____	_____
Chapter 3 Draft:	_____	_____
Chapter 1&2 Complete:	_____	_____
Chapter 2 Draft:	_____	_____
Chapter 2 Draft:	_____	_____
Chapter 2 Draft:	_____	_____
Chapter 1 Draft:	_____	_____
Chapter 1 Draft:	_____	_____
Chapter 1 Draft:	_____	_____

For Target #1, the student anticipates to dedicate \_\_\_\_\_ hours each week to the dissertation.

For Target #2, the student anticipates to dedicate \_\_\_\_\_ hours each week to the dissertation.

NOTE: Both Targets can speed up or slow down depending on a number of factors (writing ability, time spent doing the dissertation, issues with data collection, life, etc.). The Targets are used as a guideline or goal, not in any way a contractual agreement between student and advisor.

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_