

University *of* Hartford

DEPARTMENT OF PSYCHOLOGY

GRADUATE INSTITUTE OF PROFESSIONAL PSYCHOLOGY

DOCTORAL PROGRAM IN CLINICAL PSYCHOLOGY

Psy.D. Dissertation Manual

Revised: May 2010

FOREWORD

The information in the *Psy.D. Dissertation Manual* aims to provide consistency in the administrative policies that govern dissertation scholarship and uniformity in the preparation of Psy.D. dissertation manuscripts. In addition to creativity and mastery of a topic area, successful completion of the dissertation demands attention to detail, adherence to professional standards, and documentation of progress. It is ultimately the student's responsibility to be familiar with the information in this *Manual* to ensure a timely completion of all dissertation requirements.

This current *Manual* replaces the revision dated September 2007. Most of the changes in the current version are editorial rather than substantive. Language has been clarified and updated in an ongoing effort to increase understanding of the many steps involved in the completion of a doctoral dissertation. The student is referred to the Table of Contents in this *Manual* for an overview of the steps required in this process. Most chapters conclude with a flow chart of necessary steps, along with required forms that the student may reproduce for personal use. This *Manual* is also available online at <http://uhaweb.hartford.edu/gipppsyd/DissertationManual.pdf>.

The sixth edition of the *Publication Manual of the American Psychological Association* (APA, 2010) provides the basic scholarly writing style for the Psy.D. dissertation. The *APA Publication Manual* also provides guidelines for preparing a manuscript to be submitted for publication as an article in a scholarly journal, and occasionally these guidelines conflict with preparation of the dissertation in the form of a book. The most significant modification of APA style required for the dissertation manuscript is the use of book chapters as the basic unit of organization. It is also advised that students become familiar with the APA organizational style of three levels of heading (section, subsection, and paragraph headings) and adapt this style for use within each chapter.

It is important to keep this *Manual* accurate and current. If you note an inaccuracy, become aware of additional resources, or develop a more efficient way to complete a dissertation activity, please direct this information to the Director of Dissertation Research for inclusion in future revisions of this *Manual*. Although it is intended that the basic contents of this *Manual* will remain current for the next few years, please check the Appendix at the end of this *Manual* for information that is likely to change more frequently.

Good luck to our doctoral students at all stages of the dissertation process!

Jack L. Powell
Director, Dissertation Research

John G. Mehm
Director, GIPP

May 2010

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UNIVERSITY *of* HARTFORD
DEPARTMENT OF PSYCHOLOGY
GRADUATE INSTITUTE OF PROFESSIONAL PSYCHOLOGY
DOCTORAL PROGRAM IN CLINICAL PSYCHOLOGY

PSY.D. DISSERTATION MANUAL

Revised May 2010

CHAPTER I

INTRODUCTION

At the University of Hartford Graduate Institute of Professional Psychology (GIPP), the predoctoral internship and the Psy.D. dissertation are the final program requirements that our doctoral students must complete. In keeping with the practitioner/scholar model and philosophy, the emphasis of the dissertation is the demonstration of competence in the form of an intellectual and scholarly endeavor. In addition, the dissertation should establish the student as capable of comprehensively integrating clinical knowledge within a scholarly and scientific framework. The dissertation is a formal indication that, in addition to being a well-rounded and competent clinician, the student is an articulate, well-rounded scholar in clinical psychology.

The Nature of the Psy.D. Dissertation

Our approach to the Psy.D. dissertation is based on the National Council of Schools and Programs of Professional Psychology (NCSPP) model of training (Peterson et al., 1997; Trierweiler, Stricker, & Peterson, 2010), in which the student's personal development as a competent professional clinical psychologist is a central goal. From this perspective, the Psy.D. dissertation is a practitioner-oriented task, with the following features:

1. The main purpose of the Psy.D. dissertation is its contribution to the development of a practitioner by using scholarly knowledge and skills. The dissertation requires that the student master a topic of relevance to clinical psychology, develop a cogent viewpoint concerning that topic, and be able to communicate such overall information in an articulate professional manner.
2. The Psy.D. dissertation permits a broad range of subjects and methods of inquiry, including quantitative and qualitative research methods, historical analysis, field and observational studies, and theoretical inquiry.
3. There is a recognition that clinical and ecological relevance must, in some situations, take precedence over scientific certainty.
4. The Psy.D. dissertation adheres to the highest standards of creativity, originality, and thoroughness, and to that end it is truly a work of scholarship. The student must demonstrate mastery of the relevant psychological literature, the current practices, and appropriate theoretical frameworks of the profession.
5. In addition to its scholarly aspects, the Psy.D. dissertation is an exercise in planning, time management, organization, and task execution. The Psy.D. dissertation requires knowledge of resources, methodologies, and communication with other psychologists.

Examples of Dissertation Projects

Some examples of the types of projects that a student might undertake include:

1. An experimental or correlational study that requires research design and statistical expertise.
2. A field study and/or observational study which can be related to and lend support to theoretical issues.
3. A survey study (e.g., a mail or internet survey of professionals about aspects of their clinical practice).
4. An evaluation design assessing the important aspects of an existing clinical program. Such an evaluation involves designing a methodology, collecting data, analyzing the data, and presenting the findings in an incisive and constructive fashion.
5. The development of an innovative program, instruction manual for clinicians, or guidebook for clients. Such a project would include the theoretical and practical bases for the innovation, along with discussion of how it would be implemented and evaluated.
6. An extensive and potentially publishable review and integrative analysis of the literature in a field of clinical psychology (such as that published in the journal *Psychological Bulletin*).
7. A theoretical paper (such as that published in the journal *Psychological Review*).
8. A review of the literature and an integrative case study used to test or substantiate a theoretical proposition of importance to clinical psychology. Such a study is particularly appropriate when instances of a clinical phenomenon are rare or the clinical situation precludes the use of other methods.

Development of the Dissertation Project

As explained more fully in the subsequent chapters of this *Manual*, the Psy.D. dissertation is developed in a series of stages over a period of several months. The dissertation usually begins in the Dissertation Seminar, taken in the Fall semester of the student's second year of the Psy.D. program. The desired outcome of this seminar is a dissertation Prospectus, a brief paper that outlines the questions to be explored and the methods for their inquiry. The Prospectus also serves as a document to enlist a potential dissertation Chair and other committee members.

The next stage involves the development of a dissertation Proposal, which is a lengthier review of the literature, delineation of research questions, and description of methods for the study. The Proposal constitutes a near-final draft of the first two or more chapters of the final dissertation manuscript, along with a brief description of work to be completed. The Proposal must be defended in a review meeting with the student's dissertation committee present. The defended Proposal, edited to incorporate all changes recommended by the committee, serves as an agreement for the work to be completed in the final dissertation manuscript.

Should human research participants or animal subjects be involved in the dissertation project, it is required that the relevant human or animal subjects research committee review and approve the proposed research subsequent to the proposal meeting and prior to the collection of any data. When completing the final chapters of the dissertation manuscript, it is also important that the student update the previously approved chapters of the Dissertation Proposal.

When the student has completed a final draft of the dissertation manuscript, this work is ready for the Formal Presentation of the Psy.D. Dissertation. This formal meeting includes the student, the dissertation committee, and other interested parties. The Formal Presentation, often referred to as an oral exam or dissertation defense, determines whether the student has successfully completed the requirements for the Psy.D. dissertation. In almost all cases, final approval of the dissertation is contingent upon at least minor revisions of the manuscript. The revised and approved manuscript is then presented to the larger academic community by including bound copies in the GIPP Library and the Mortensen Library, making it available by microfilm through ProQuest/UMI Dissertation Services, and publishing the abstract in *Dissertation Abstracts International*.

CHAPTER II

THE DISSERTATION SEMINAR

The Dissertation Seminar (CPS 852) is a one-semester course usually taken in the Fall semester of the student's second year. The goal of the seminar is to initiate the dissertation process in a group format with the guidance of a faculty member. The seminar is designed to help students choose a dissertation topic that will enhance the student's future professional development. Within the structure of the seminar, students discuss dissertation topics, refine these topics into questions of clinical relevance, consider possible strategies to answer these questions, and choose the best methodological approach commensurate with the selected topic.

The Dissertation Prospectus

A major goal of the Dissertation Seminar is the development of the dissertation Prospectus, a brief summary, about five (5) pages in length, describing the background, theory, questions, and goals of the dissertation. The title page for the Prospectus should be similar to that of the dissertation manuscript (see p. 33 for an example), except with "DISSERTATION PROSPECTUS" typed two (2) lines above the title. A general description of the proposed method(s) and a schedule for completion of the research project should also be included.

The student should utilize the advice and guidance of the Dissertation Seminar leader in preparing the dissertation Prospectus. The Prospectus helps organize the dissertation ideas and becomes the core document for communicating with potential committee members.

Student Role

Students should expect to carry out the necessary bibliographic research to become adequately familiar with the topic. Attention should be given to the appropriateness and availability of empirical data, whether that involves research participants or archival data.

The Dissertation Seminar is offered on a Pass/No Pass basis, and the student receives a grade of Pass when the Prospectus has been formally approved by the Dissertation Seminar leader. If the student does not complete an approved Prospectus by the end of the semester, a grade of Incomplete will be recorded. The grade will remain an Incomplete until changed to a Pass by the Dissertation Seminar Leader once a Prospectus is completed and approved.

The Seminar leader indicates approval of the Prospectus by completing the *Approval of the Psy.D. Dissertation Prospectus* (see Exhibit A) and submitting both items to the Director of Dissertation Research¹ for review and approval. These materials are then returned to the GIPP Office Coordinator for submission of the originals to the student's file and copies to the student, the seminar leader, and GIPP office staff for record-keeping.

Students in Dissertation Seminar should also develop a plan and tentative dates for completion of the various parts of the dissertation (e.g., literature review, completed Proposal,

¹ Please see the *Dissertation Manual Appendix* for contact information of all individuals identified in this *Manual*.

collection of any data or additional material, preparation of a complete dissertation manuscript), along with an outline of chapters to be completed.

Faculty Role

The seminar leader is responsible for helping students to begin the dissertation process by providing guidance and encouragement. Within the seminar format, the seminar leader will help students find research problems of interest and sharpen these problems into interesting, important, and answerable questions. The seminar leader will also help the student choose the most appropriate and rigorous methodological approach, identify the data needed to answer the research questions, and provide appropriate recommendations.

While the student is enrolled in the Dissertation Seminar, the seminar leader will serve as the initial dissertation advisor. Upon completion of the seminar, a student may continue to develop the dissertation under the guidance of the seminar leader or another appropriate faculty member (see Chapter III). Availability of a specific faculty member is dependent upon the interests and current commitments of that faculty member.

Flow Chart for Dissertation Seminar and Prospectus Approval

- _____ 1. Student takes doctoral Dissertation Seminar (CPS 852), with seminar leader as initial dissertation advisor, and develops draft of dissertation Prospectus.
- _____ 2. Student completes dissertation Prospectus and submits to Dissertation Seminar leader for review.
- _____ 3. Once a revised draft is approved by the seminar leader, the Prospectus and original Approval forms are submitted to the Director of Dissertation Research for review and approval. The GIPP Office Coordinator then returns the original Prospectus and Approval forms to the student's file, and returns copies to the student, seminar leader, and GIPP office staff for record-keeping.
- _____ 4. Upon approval of Dissertation Prospectus, student receives grade of Pass for Dissertation Seminar.

Chapter II Exhibit

Exhibit A: Approval of the Psy.D. Dissertation Prospectus (p. 7)

University of Hartford
Department of Psychology
Graduate Institute of Professional Psychology

Approval of the Psy.D. Dissertation Prospectus

This is to certify that the Psy.D. Dissertation Prospectus entitled _____

(Title of Dissertation Prospectus)

presented by _____, was approved on _____.

(Name of Student)

(Date)

The student is now authorized to seek out a Chair and, in consultation with the Chair, form a dissertation committee.

Dissertation Seminar Leader Name

Dissertation Seminar Leader Signature

Date

Director of Dissertation Research Signature

Date

Note: Please attach a copy of the approved Dissertation Prospectus.

CHAPTER III

THE DOCTORAL DISSERTATION COMMITTEE

The guidelines described below were established by the Graduate Studies Committee of the College of Arts and Sciences (A & S) for all doctoral dissertation committees established after August 15, 2007. Committees established prior to this date are subject to the guidelines outlined in the 2001 *Dissertation Manual*.

Guidelines for a Doctoral Dissertation Committee

The Psy.D. Dissertation Committee will consist of at least three members, with the optional addition of a fourth member.

1. The first member will serve as dissertation Chair. The Chair must be a full-time or emeritus member of the Psychology Department faculty.
2. The second member must meet **at least one** of the following criteria:
 - (a) A University faculty member eligible to serve as Chair, as defined above.
 - (b) A full-time doctoral-level faculty member with expertise in the dissertation topic at a member school of the Hartford Consortium (Capital Region Community-Technical College, Central Connecticut State University, University of Hartford, Rensselaer College, St. Joseph's College, Trinity College, and The University of Connecticut).
 - (c) A psychologist or member of a related profession who is approved by the A & S Graduate Studies Committee. To request approval for such an individual, the student should submit this person's curriculum vitae (CV) to the Director of Dissertation Research. If approved, the Director of Dissertation Research will complete the form for *Approval as Second Member for Psy.D. Dissertation Committee* (see Exhibit B) and forward the form and CV to the A & S Graduate Studies Committee for final approval. Factors considered in approval of such an individual as a second member will include whether the individual:
 - (i) holds a Psy.D., Ph.D., or Ed.D., based in part on completion of a scholarly dissertation.
 - (ii) has demonstrated requisite competence in scholarship by means over and above his/her own dissertation which meets the approval of the Director of Dissertation Research and the A & S Graduate Studies Committee.
3. A third member (and any additional members) must be a doctoral-level professional deemed appropriate by the committee chair and the Director of Dissertation Research. In addition to Psychology Department faculty, this would potentially include any GIPP Affiliate or Adjunct faculty, faculty at Consortium schools or elsewhere, clinical supervisors, or statistical consultants. A CV may be requested for anyone who has not served in this role previously.

Please note: For committees established after May 15, 2010, at least one committee member must be a core faculty member in GIPP.

Roles of the Doctoral Dissertation Committee

The doctoral dissertation committee has two main roles: (1) to provide guidance in completing the doctoral dissertation in a way that significantly contributes to the student's education as a professional psychologist, and (2) to evaluate the quality and acceptability of the student's work.

The committee will be guided by the dual responsibilities to the student and to the larger profession of clinical psychology. Thus, the committee members have a strong interest in guiding the student to completion of a dissertation that demonstrates competence and mastery of the intellectual responsibilities associated with doctoral-level expertise. The committee must also interpret the quality standards of the larger profession of clinical psychology. The committee should always seek to operate as a system to ensure that the student has demonstrated the independence, conceptual sophistication, and professional expertise required by the profession.

Students should thus give serious thought to the selection of committee members and then be prepared to adopt the role of consultee with the various committee members. Students should not have expectations for passive guidance and approval by the committee, but should seek to incorporate the valuable input of the committee they have selected. The student needs to use the committee's input to construct a creative piece of scholarship reflecting the best usage of these professional resources.

Specific Tasks of the Doctoral Dissertation Committee

Specific tasks of the dissertation committee include the following:

1. Members participate in developing the dissertation Proposal (see Chapter IV) by providing a thorough review of the written draft and suggestions for changes.
2. Members formally review the finalized proposal at the dissertation Proposal meeting (see Chapter IV). This meeting must be attended by the student and all committee members. While such a meeting is usually done in person it may also be held via telephone conference call in a form acceptable to the chair of the committee. After the committee approves any and all changes it requested, the approved Proposal becomes an institutional contract for the acceptance of the dissertation manuscript upon satisfactory completion of the project.
3. The Chair is largely responsible for providing consultation with the student as the project is developed. However, the student should occasionally contact committee members with questions and progress updates. The Chair has the responsibility to monitor this activity and ensure that the student's needs are being met without overburdening committee members.

Please note: For committees established after August 2009, the Chair is no longer allowed

to delegate to another committee member the role of primary advisor, who takes on a central role in the student's dissertation committee. For previously established committees, please see the *2007 Dissertation Manual* for details regarding the role and service of a primary advisor.

4. The Chair is responsible for facilitating the Proposal Review meeting and the Formal Presentation. Duties include taking committee votes and ensuring that the appropriate approval forms are signed and routed to the Director of Dissertation Research.
5. Members read and suggest revisions to the near-final dissertation draft in preparation for the Formal Presentation (see Chapter VI).
6. Committee members attend the Formal Presentation of the Psy.D. Dissertation, at which the student will present and publicly defend the dissertation. The student and the entire committee must attend this meeting in person.
7. Specific responsibilities of second members are listed in Exhibit C, and responsibilities of third members as listed in Exhibit D.

Compensation for Dissertation Committee Members

The Department of Psychology has a system of record-keeping and compensation for its full-time faculty members for their service as dissertation committee members. Service for such faculty is recorded through timely submission of forms (described below) to establish the dissertation committee, approve the proposal, and approve the completion of the dissertation.

Compensation for second and third members who are not full-time in the department is described in a corresponding document with respective contracts for such members. Students should direct such committee members to the GIPP Office Coordinator to establish appropriate contracts for their service, along with an invoice to request payment. Payment for service as a second or third member thus requires return of the signed contract, a signed form indicating approval of the proposal or dissertation, and an invoice for the advisement provided.

Appointment of the Chair and Committee

Students are encouraged to speak with several faculty members before requesting that a particular person take on the role of dissertation Chair. Students should select other members of the Dissertation Committee in consultation with the Chair. The Chair and committee members may be appointed any time after the student's Prospectus has been approved.

The Chair and committee members should include resources with expertise to guide both the content and methods of inquiry for the chosen topic. The content resource person is an individual who has special expertise to offer the student guidance in the current state of knowledge for the particular topic area. The method resource person should offer guidance in the adequacy of particular research methods appropriate to the area of inquiry. A committee member may commonly fulfill more than one of these roles, but each committee member will carefully read the student's work and advise the student as effectively as possible.

Formal appointment of a committee requires approval from the Director of Dissertation Research. Once committee members have been selected, the student will submit the

Appointment of the Psy.D. Dissertation Committee (see Exhibit E) to the Director of Dissertation Research for approval and inclusion in the student's file.

Once the committee is approved, the student, Chair, or committee members may not unilaterally change its composition. Any request to change the composition of the committee requires the approval of the Director of Dissertation Research. Such a change may be requested by completing the *Change of the Psy.D. Dissertation Committee* (see Exhibit F). In the event that such a request is not approved, a student may appeal this decision to the entire core faculty of the GIPP. Sustaining such an appeal will require a majority vote of the core faculty.

Flow Chart for the Dissertation Chair and Committee

- _____ 1. After completion of the Dissertation Seminar (CPS 852), a full-time faculty member of the Psychology Department reviews the Prospectus and agrees to serve as committee Chair.
- _____ 2. With the Chair's consultation and approval, the student distributes the dissertation Prospectus to recruit two to three additional committee members.
- _____ 3. For anyone who is not a full-time doctoral faculty member in the Hartford Consortium, the student must submit that individual's CV to the Director of Dissertation Research to begin processing the *Approval as Second Member for Psy.D. Dissertation Committee*.
- _____ 4. *Appointment of the Psy.D. Dissertation Committee* form is completed, signed, and given to the Director of Dissertation Research for approval.
- _____ 5. For any subsequent changes, the *Change of the Psy.D. Dissertation Committee* form is completed, signed, and given to the Director of Dissertation Research for approval.

Chapter III Exhibits

- Exhibit B: Approval as Second Member for Psy.D. Dissertation Committee (p. 12)
- Exhibit C: Second Member Responsibilities (p. 13)
- Exhibit D: Third Member Responsibilities (p. 14)
- Exhibit E: Appointment of the Psy.D. Dissertation Committee (p. 15)
- Exhibit F: Change of the Psy.D. Dissertation Committee (p. 16)

University of Hartford
Department of Psychology
Graduate Institute of Professional Psychology

Approval as Second Member for Psy.D. Dissertation Committee

_____ requests that _____
(Name of Student) (Name of Proposed Committee Member)

be approved to serve as a second member on the student's Psy.D. Dissertation Committee. Please find attached a copy of the CV for the proposed committee member.

Approved: _____
Director, GIPP Dissertation Research Date

Comments: _____

Approved: _____
Chair, A & S Graduate Studies Committee Date

Comments: _____

University of Hartford
Department of Psychology
Graduate Institute of Professional Psychology

Second Member Responsibilities

The following represents an understanding between a Second Member of a doctoral dissertation committee and the Department of Psychology of the University of Hartford.

The Second Member agrees to serve on a doctoral dissertation committee and to assist in the development and evaluation of the student's Psy.D. Dissertation. The amount of supervision provided is expected to be less than that of the dissertation Chair, but more than that of the Third Member of the committee. In particular, it is expected that the Second Member will:

1. Become familiar with the Department of Psychology dissertation requirements, as articulated in the most current *Dissertation Manual*.
2. Review and provide timely feedback on proposal and dissertation manuscript drafts as they approach near-final form.
3. Respond promptly to telephone and/or e-mail contacts from the student, the Dissertation Chair, and the Department of Psychology staff.
4. Attend and contribute to the student's Proposal Review meeting and Formal Presentation of the Psy.D. Dissertation at the University of Hartford.
5. Notify the dissertation Chair of any problems with accomplishing the above tasks. Any unresolved problems may be directed to Dr. Jack Powell, Director of Dissertation Research in the Department of Psychology.
6. Committee members from outside the Department of Psychology should submit an invoice for payment after successful completion of the student's Proposal Review meeting. This invoice should include your name, contact information (phone, email, and mail address), date of Proposal Review meeting, and identification of your role as Second Member of the committee. Invoices must be submitted within two weeks following this meeting. Compensation will follow after the Director of Dissertation Research has signed the approval form that all corrections have been made to the Proposal manuscript.
7. Committee members from outside the Department of Psychology should follow a similar procedure to submit an invoice for payment after successful completion of the student's Formal Presentation of the Psy.D. Dissertation.

University of Hartford

Department of Psychology

Graduate Institute of Professional Psychology

Third Member Responsibilities

The following represents an understanding between a Third Member of a doctoral dissertation committee and the Department of Psychology of the University of Hartford.

The Third Member agrees to serve on a doctoral dissertation committee and to assist in the development and evaluation of the student's Psy.D. Dissertation. The amount of supervision provided is expected to be less than that of the dissertation Chair and of the Second Member of the committee. In particular, it is expected that the Third Member will:

1. Become familiar with the Department of Psychology dissertation requirements, as articulated in the most current *Dissertation Manual*.
2. Review and provide timely feedback on selected parts of the proposal and dissertation manuscript drafts as they approach near-final form.
3. Respond promptly to telephone and/or e-mail contacts from the student, the Dissertation Chair, and the Department of Psychology staff.
4. Attend and contribute to the student's Proposal Review meeting and Formal Presentation of the Psy.D. Dissertation at the University of Hartford.
5. Notify the dissertation Chair of any problems with accomplishing the above tasks. Any unresolved problems may be directed to Dr. Jack Powell, Director of Dissertation Research in the Department of Psychology.
6. Committee members from outside the Department of Psychology should submit an invoice for payment after successful completion of the student's Proposal Review meeting. This invoice should include your name, contact information (phone, email, and mail address), date of Proposal Review meeting, and identification of your role as Third Member of the committee. Invoices must be submitted within two weeks following this meeting. Compensation will follow after the Director of Dissertation Research has signed the approval form that all corrections have been made to the Proposal manuscript.
7. Committee members from outside the Department of Psychology should follow a similar procedure to submit an invoice for payment after successful completion of the student's Formal Presentation of the Psy.D. Dissertation.

University of Hartford
Department of Psychology
Graduate Institute of Professional Psychology

Appointment of the Psy.D. Dissertation Committee

We hereby request that the following Psy.D. Dissertation Committee be established for _____, who is in good standing and matriculated in the Doctoral
(Name of Student)
Program in Clinical Psychology, and whose Dissertation Prospectus has been approved.

Dissertation Title: _____

_____.

Student Name	Signature	Date
(1) _____ Dissertation Chair Name	(2) _____ 2 nd Member Name	
_____ Signature	_____ Signature	
_____ Institution and Department	_____ Institution and Department	
_____ Date	_____ Date	
(3) _____ 3 rd Member Name	(4) _____ 4 th Member Name (optional)	
_____ Signature	_____ Signature	
_____ Institution and Department	_____ Institution and Department	
_____ Date	_____ Date	

Approved: _____ Date _____
Director of Dissertation Research

University of Hartford
Department of Psychology
Graduate Institute of Professional Psychology

Change of the Psy.D. Dissertation Committee

We hereby request the following change(s) in the Psy.D. Dissertation Committee for

_____, who is in good standing in the Psy.D. Program.
 (Name of Student)

Dissertation Title: _____

Present Committee

Proposed New Committee

(1)

 Dissertation Chair Name

(1)

 Dissertation Chair Name

 Signature

 Institution and Department

(2)

 2nd Member Name

(2)

 2nd Member Name

 Signature

 Institution and Department

(3)

 3rd Member Name

(3)

 3rd Member Name

 Signature

 Institution and Department

(4)

 4th Member Name (optional)

(4)

 4th Member Name (optional)

 Signature

 Institution and Department

 Student Signature

 Date

 Present Dissertation Chair Signature

 Date

Approved: _____
 Director of Dissertation Research

 Date

CHAPTER IV

THE DISSERTATION PROPOSAL

The dissertation Proposal represents a critical stage in the development of the Psy.D. dissertation. In this Proposal, the student demonstrates expertise in the identified topic area, an ability to communicate concepts in a scholarly manner, and a reasonable plan for completing the rest of the dissertation manuscript. The Proposal involves a critical review of the relevant literature, a delineation of the research questions to be explored, and a description of methods for the study.

A student should conceptualize the Proposal as a near-final draft of the first two or more chapters of the final dissertation manuscript, plus an outline of work that needs to be completed. As such, the chapters of the Proposal must be written in the style and organization described in Chapter V. The title page for the Proposal should be similar to that of the dissertation manuscript (see p. 33 for an example), except with “DISSERTATION PROPOSAL” typed two (2) lines above the title.

The Proposal must be defended in a Proposal Review meeting with the student’s dissertation committee present. The defended Proposal, which invariably involves some recommended changes by the committee, serves as an institutional agreement for the work that needs to be completed for approval of the final dissertation manuscript.

The Proposal Review Meeting

With the Chair’s approval, the student may set up a date and time for the Proposal Review meeting at least two (2) weeks in advance. The student is responsible for distributing the Proposal to committee members at this time, at least two (2) weeks prior to the meeting.

A Proposal Review meeting may be scheduled at any time subject to committee member availability. A student who encounters any significant difficulty scheduling a Proposal Review meeting may consult with the Director of Dissertation Research for possible remedies. The student may request to audiotape the Proposal Review meeting for his/her reference. Any requests for other parties to attend the Proposal Review meeting must be approved in advance by the dissertation Chair.

Under unusual circumstances, the Proposal Review meeting may be conducted by telephone. If only one individual cannot be physically present, the meeting can transpire at the Department of Psychology with the other participants by speakerphone. In more complicated situations, the meeting may require a conference call arranged through the phone company. It is the student’s responsibility to provide the GIPP Program Coordinator with the time, date, and all telephone numbers to set up such a conference call.

The student presents and defends the Proposal at the Proposal Review meeting, a formal meeting of the student and all committee members. The committee’s approval of the Proposal, with any recommended changes, must be unanimous. If the committee does not approve the

Proposal, the student and dissertation Chair may call a subsequent Proposal Review meeting once the latter believes that all deficiencies have been rectified.

Following a successful Proposal Review meeting and approval of all recommended manuscript changes, the dissertation Chair and committee members document their approval of the Proposal by signing the *Approval of the Psy.D. Dissertation Proposal* (see Exhibit G). The student is responsible for the preparation of this *Approval* form. For final review and approval, the student gives the Director of Dissertation Research one copy of the Dissertation Proposal (with all recommended modifications) and the signed *Approval of the Psy.D. Dissertation Proposal*. These materials are then returned to the GIPP Office Coordinator for submission of the originals to the student's file and copies of the *Approval* form to the student, the dissertation committee, and GIPP office staff for record-keeping.

Please note: The official date for completion of the Dissertation Proposal is the signature date of the Director of Dissertation Research on the *Approval* form.

Proposal Approval Required for Internship Application

Any student who requests approval from the GIPP faculty to apply for the predoctoral internship must have an approved dissertation Proposal that is completed according to the following schedule:

No later than October 1, the student must submit to the GIPP Director a fully signed Proposal Approval Form indicating successful defense of the dissertation Proposal and completion of any recommended changes to the proposal draft. The dissertation Proposal Review meeting must occur no later than September 15, and the scheduling of this meeting with committee members must occur no later than September 1. In addition, the student must provide the committee chair a complete draft of the Proposal prior to scheduling the Proposal review meeting, and must provide this draft to committee members at least 2 weeks prior to the date of this meeting.

Permission to Begin Gathering Data

Following approval of the Dissertation Proposal, any student collecting human subject data must obtain approval from the University's Human Subjects Committee before data collection can begin. For the collection of data involving animals as subjects, similar approval must be obtained from the University's Institutional Animal Care and Use Committee. Upon approval from the relevant committee, the student should forward the letter of approval to begin data collection to the GIPP Office Coordinator for inclusion in the student's file.

Approval by the Human Subjects Committee

Any proposed project that involves human subjects as research participants must be reviewed and approved by the University's Human Subjects Committee prior to the collection of any data. Procedures for review and approval by this committee are available online at: <http://uhaweb.hartford.edu/hsc/>.

The Human Subjects Committee acts as a final review for a proposed Psy.D. dissertation. Research with human participants must first be reviewed and approved in writing by the

student's dissertation committee, any outside institution(s) that are responsible for the subjects participating in the study, and any outside institution(s) that provide research equipment and facilities.

Please note: The Human Subjects Committee requires documentation that the student and the dissertation Chair (as research supervisor) have completed acceptable training in the protection of human research participants. Anyone proposing or supervising research involving human participants should refer to the website noted above for further information.

Proposals should be submitted to the Human Subjects Committee only after they have been approved by the dissertation committee. Prior consultation with members of the Human Subjects Committee is permitted, however, to assure that the same proposed research will be acceptable both to the student's dissertation committee and to the Human Subjects Committee.

The student is permitted to begin collecting data upon receipt of the approval letter from the Human Subjects Committee. Approval by this committee should be cited in the Participants section of the Method chapter, and a copy of the approval letter should be included as a dissertation appendix.

Approval by the Institutional Animal Care and Use Committee

In the same manner as with human research participants, any proposed project that involves animal subjects as research participants must be reviewed and approved by the University's Institutional Animal Care and Use Committee. Procedures for review and approval of research involving animals are available from the chair of that committee. For more information, visit the committee's website at: <http://uhaweb.hartford.edu/grants/IACUC.html>.

Other procedures for the use of animal subjects are the same as for human research participants, as noted above.

Dissertation Consultation

Statistical Consultation

The Psy.D. Dissertation is intended to be both a learning experience and a demonstration that the student is capable of independent data-gathering activities as a professional psychologist. Data-processing activities during the research project will give the student the practical preparation to conduct independent data analyses as a professional, as well as the knowledge that may be needed to supervise data-processing activities of others.

As a demonstration of competence for independent professional functioning, the student will be responsible for selecting appropriate statistics and for dealing with computer applications to calculate those statistics. The student must be in a position to defend the selection of the statistical procedures, the interpretation of all data, and the manner in which they were implemented. In addition the student is expected to understand, explain, and defend the assumptions underlying any statistics used.

As a learning experience, it is important to receive statistical and methodological instruction from a variety of sources prior to, during, and after data processing activities. Course

work serves as one source of preparation. Members of the dissertation committee may be chosen for their methodological and statistical expertise. With and only with the chair's permission, the services of an independent statistical consultant may be acquired for training in data processing.

In those cases where students may elect to seek consultation in matters of experimental design and data analysis, the student is encouraged to provide these consultants with a copy of this section prior to engaging their services. The requirements specified in this section do not preclude a student using a paid statistical consultant.

Please note: The role of a statistical consultant is to assist the student in learning how to design studies and process data. It is *not* the role of the consultant to do these activities for the student. The consultant does not serve as the technician between the student and the computer facilities or as a spokesperson for the student to the dissertation committee. In the event that there are discrepancies in the information from the variety of resources available to the student, the student is responsible for articulating a defense of the statistical choices that were made.

Editorial Consultation

The Psy.D. dissertation is intended to be a demonstration that the student is capable of critical thinking and independent authorship. As a demonstration of competence for independent professional functioning, the student will be responsible for mastery of APA Style in describing a review of the relevant literature, reporting procedures and findings, and presenting conclusions and implications for the field of professional psychology.

The student must be able to write in a clear, professional style that communicates effectively and unambiguously with the reader of the dissertation. As a learning experience, it is important to receive instruction and feedback from a variety of sources prior to, during, and after each draft of the manuscript. Academic course work serves as an important source of preparation for professional writing. Members of the dissertation committee may be chosen for their writing expertise as well as for their mastery of the content area. With and only with the chair's permission, the services of an independent editorial consultant may be utilized for the purpose of providing additional training and feedback in writing drafts of the dissertation.

The requirements specified in this section do not preclude a student using a paid editorial consultant. Should a student elect to seek consultation in matters of writing style and communication, the student should provide the consultant with a copy of this section prior to engaging such services. In the event of discrepancies in preferred writing style from the variety of editorial resources available to the student, the student is responsible for resolving any such discrepancies with his or her dissertation committee.

Please note: The role of an editorial consultant is to assist the student in learning how to organize and present written material in the dissertation. It is *not* the role of the editorial consultant to write the dissertation for the student, and use of a consultant in this manner constitutes a violation of the academic honor code.

Maintaining Continuous Registration

Active status for matriculated students is maintained by enrollment in course work during the first three years of the Psy.D. During the internship year, advanced students register for Predoctoral Internship (CPS 080, 081, or 082). Advanced students who are not registered for course work or predoctoral internship *must* maintain active status by enrolling in Dissertation Continuance (CPS 090, 091, or 092) each semester until the degree is awarded. This requirement assures deferral of student loan repayment, a valid student ID card, and access to dissertation advisement, institutional facilities, and other privileges of graduate students.

Registration for Dissertation Continuance may be waived for a student in the final semester of the program providing *all* the following conditions are met: (a) the student has filed a degree application to receive the Psy.D. at the next degree ceremony; (b) the student has completed all program requirements except for the dissertation; (c) the student has posted the announcement for the Formal Presentation of the Psy.D. dissertation no later than the first day of the semester, and (d) the Formal Presentation is scheduled for no later than two weeks after the first day of the semester.

Registration for Dissertation Continuance may also be waived for a student who has completed all degree requirements except for the predoctoral internship, but will not begin the internship for another one or more semesters. The student would instead pay the Continuous Enrollment fee for the one or two semesters prior to the start of the internship. Further information about requirements for and exceptions to the Dissertation Continuance fee may be found in the *GIPP Student Handbook*.

Failure to register for one (1) semester or more constitutes a break in the student's continuous registration and requires that the student formally seek readmission to the program to continue as a student. A student who is readmitted after a lapse of one (1) semester may resume the degree requirements of the *University of Hartford Graduate Bulletin* previously applicable. If the student has not been enrolled for a full academic year, the requirements of the *Graduate Bulletin* in force on re-admission must be met, except in special circumstances such as military service or extended illness. Readmission requires payment of all fees accrued during the lapsed period and approval of GIPP faculty.

Flow Chart for the Dissertation Proposal

- _____ 1. Student maintains continuous registration each semester by enrolling and paying tuition for coursework, the predoctoral internship, or Dissertation Continuance.
- _____ 2. With guidance of dissertation Chair and committee, the student develops drafts of the dissertation Proposal.
- _____ 3. With the Chair's approval, student sets up date and time for the Proposal Review meeting.
- _____ 4. Student distributes Dissertation Proposal to committee members at least two weeks prior to Proposal meeting.
- _____ 5. The Proposal Review meeting is held and audiotaped (optional) with the Chair presiding. Student documents the committee's suggested changes to the draft proposal.
- _____ 6. After all recommended changes are made, the *Approval of the Psy.D. Dissertation Proposal* is signed by all committee members.
- _____ 7. For final review and approval, the student gives the Director of Dissertation Research one copy of the Dissertation Proposal (with any modifications) and the signed *Approval of the Psy.D. Dissertation Proposal*. GIPP Office Coordinator submits originals to student's file and copies of *Approval* form to student, committee members, and GIPP office staff for record-keeping.
- _____ 8. Student obtains necessary review and approval from any non-University Human (or Animal) Subjects Committee.
- _____ 9. Student obtains necessary review and approval from University Human Subjects Committee (or the Institutional Animal Care and Use Committee).

Chapter IV Exhibit

Exhibit G: Approval of the Psy.D. Dissertation Proposal (p. 23)

University of Hartford
Department of Psychology
Graduate Institute of Professional Psychology

Approval of the Psy.D. Dissertation Proposal

This is to certify that the Psy.D. Dissertation Proposal entitled _____

(Title of Dissertation Proposal)

presented by _____, has been approved unanimously by
(Name of Student)

the members of the Psy.D. Dissertation committee at the proposal meeting on _____.
(Date)

I acknowledge that, if my research project involves human (or animal) subject data, I will seek and obtain approval from the Human Subjects Committee (or the Institutional Animal Care and Use Committee) at the University of Hartford prior to any data collection. If applicable, I will obtain similar approval from the committee responsible for protecting the welfare of research participants at any other institution involved in data collection for this research.

Student Signature

_____ Dissertation Chair Name	_____ Institution and Department	_____ Signature
_____ 2 nd Member Name	_____ Institution and Department	_____ Signature
_____ 3 rd Member Name	_____ Institution and Department	_____ Signature
_____ 4 th Member Name (optional)	_____ Institution and Department	_____ Signature

Note: Please attach a copy of the approved Dissertation Proposal.

Director of Dissertation Research

Date

CHAPTER V

TYPING AND ORGANIZING THE DISSERTATION MANUSCRIPT

The student is expected to be well acquainted with proper format and style required for the Psy.D. dissertation manuscript. Consult the sixth (or most recent) edition of the *Publication Manual of the American Psychological Association* (APA, 2010) for guidance concerning grammatical and stylistic elements, such as quotations, abbreviations, capitalization, punctuation, footnotes, references, and organization of figures and tables. There is a special section in that publication for doctoral dissertations. Each candidate will assume full responsibility for correctness of content and form of all copies of the Psy.D. dissertation manuscripts and for having all pages present and in the proper order.

If a typist is engaged by the student, the typist is responsible for preparation of the manuscript in accordance with instructions given by the student author. Typists are not expected to research style manuals or to edit materials, but will use manuals provided to them as guides when necessary. Authors can expect a neater manuscript if they engage one typist who is experienced in preparing Psy.D. dissertation manuscripts.

Typing Format

Punctuation and Style

Spacing. The Psy.D. dissertation manuscript must be *double-spaced* throughout, except for the Table of Contents, references, and lengthy quotations. In the Table of Contents, headings greater than one line are single-spaced, with double-spacing between headings. In the reference section, each entry is single spaced, with double-spacing between entries. The format for lengthy quotations is described in the Quotations section below.

Margins. The left margin is to be 1-1/2 inches; the top, right, and bottom margins are to be one inch. Margins should be aligned on the left and uneven (ragged) on the right. Use standard rules of syllabication for hyphenating words at the ends of lines. Hyphenation should not occur on more than two (2) adjacent lines.

Inserted material. Folded tables, graphs, illustrations, and similar inserts must fit within the margins indicated above. Otherwise they run the risk of being cut during the binding and trimming process.

Paragraphs. Indent the first line of each paragraph one-half inch from the left margin.

Headings. Chapter headings are printed in capital letters, centered, and without terminal punctuation. The word "CHAPTER" is given first, followed by a Roman numeral. It is followed two (2) lines below by the title of the chapter, also centered, all in capital letters, and without terminal punctuation. If titles are longer than one line, they are to be double-spaced, with each line centered. Each new chapter begins on a new page, in which case the first line of the heading is located 1-1/2 inches from the top of the page.

Other headings follow the format in the *Publication Manual of the American Psychological Association* (APA, 2010) for section, subsection, and paragraph headings. Each heading in text should be identical in its wording, punctuation, and capitalization as it is presented in the Table of Contents.

Pagination. Refer to the sample Table of Contents in Exhibit K for use of Roman and Arabic numerals for page numbers. Pages prior to the first page of Chapter I are designated with lower-case Roman numerals at the bottom center of pages. The first page of each chapter is numbered at the bottom, center of the page. The first page of Chapter I is page 1. On each other page beginning with the second page of Chapter I, and excepting the first page of all subsequent chapters, Arabic numerals are placed at the upper right-hand corner of the page, three (3) lines from the top, flush with the right-hand margin. Figures and tables that appear as separate pages are numbered consecutively with the other manuscript pages. Appendices, references, and footnotes are also numbered consecutively.

Running head. The running head should be typed in all uppercase letters and placed at the top left corner of each page (*i.e.*, the header) of the document, beginning on page 2. In contrast to the instructions described in the *Publication Manual of the American Psychological Association* (APA, 2010), the running head should *not* be included on the title page or page 1 of the dissertation. A maximum of 50 characters, including letters, punctuation, and spaces between words, can be used for the running head.

Tables and Figures. Tables follow the format described in the *Publication Manual of the American Psychological Association* (APA, 2010). Prepare figures in a professional manner suitable for journal submission. In contrast to APA Style, figure captions appear on the same page as the figure, as they would appear in a published journal. Sources and documentation should be provided for all illustrative materials that do not originate with the author of the Psy.D. dissertation manuscript.

Quotations. Quotations, both direct and indirect, must be referenced. Direct quotations must be reproduced with complete accuracy as to words, capitalization, spelling, and punctuation. Short, direct quotations of no more than four (4) typewritten lines are enclosed in quotation marks and run into the text. For long, direct quotations that exceed four (4)-typewritten lines, no quotation marks are used. The quotation is set off from the text in a separate paragraph or paragraphs, indented one-half inch from each margin, and is single-spaced. Paragraphs within the quotation are indented an additional one-half inch.

Omission of words within quotations is permissible, provided that the sense of the quotation is not distorted. Omissions will be indicated by three (3) periods (*i.e.*, ellipse marks) with alternating spaces. When one (1) or more sentences at the end of a paragraph is omitted, four (4) periods are used instead of three (3).

Organizing the Manuscript Sections

For consistency in the information contained in manuscript sections, consult the chapter entitled "Manuscript Structure and Content" in the latest edition of *Publication Manual of the American Psychological Association* (APA, 2010).

The sections of a dissertation manuscript must be arranged in the following order:

1. *Blank Page.*
2. *Approval Page.* The Approval Page is the signed *Approval of the Psy.D. Dissertation* (see Exhibit O in Chapter VI), which contains the names of all committee members. It is signed by the approving members of the committee after the formal presentation and after all required revisions have been completed. This page is not numbered and no terminal punctuation appears on it.
3. *Brief Curriculum Vitae.* Biographical information furnished in tabular form includes the author's name, record of graduate and undergraduate education with major and minor areas, degrees received, degree to be conferred with official conferral date, publications, professional presentations, and previous positions held. This page is not numbered. A sample Brief Curriculum Vitae is shown in Exhibit H.

Please note: For personal security, items such as date and place of birth, social security number, home address, and phone number should be deleted from this version of the CV. An email address below the student's name will suffice for contact information.

4. *Abstract.* The Abstract is a summary of the dissertation. The format of this summary must not exceed the following parameters of the computerized process that ProQuest/UMI uses to reproduce the abstract for publication in *Dissertation Abstracts International*.
 - (a) Length not to exceed 350 words.
 - (b) A maximum of 2,450 typewritten characters. The count of characters includes spaces and punctuation in a line.
 - (c) An average of about 70 characters per line.
 - (d) A maximum of 35 lines.

The heading of the Abstract will contain the title of the Psy.D. dissertation, the year that the degree will be officially conferred, and the names of the author and committee chair. This page is not to be numbered. A sample abstract is presented in Exhibit I.

5. *Title Page.* The Title Page is not numbered, but is understood to be page i. A sample title page is found in Exhibit J.
6. *Blank Page.*
7. *Copyright Page (Optional).* Under the United States Copyright Law, duplication of published work without a notice of copyright ordinarily results in dedication of the work to the public domain, which may defeat any later attempt to gain copyright protection. However, copyrighting a Psy.D. dissertation may present some difficulty in having it later published in a professional journal. Further information about copyrighting is available online at: <http://www.copyright.gov/>.

If copyright protection is desired, a copyright page must be inserted in the Psy.D. dissertation manuscript on the *reverse* side of the blank page that immediately follows the title page. This page is not numbered and is placed so that the type is centered in the middle of the page. The copyright notice should appear as in the following example:

**Copyright by Susan J. Williamson
All Rights Reserved**

8. *Dedication (Optional)*. This section calls attention to people or ideals that are important enough to the author to receive dedication of the Psy.D. dissertation. Examples are: "To my parents," "To Pat, my love," or "To the advancement of psychology as a science, as a profession, and as a means of promoting human welfare." If included, the optional Dedication is numbered as page ii at the bottom center of the page.
9. *Foreword (Optional)*. The Foreword is an optional section used primarily to mention matters of background that are necessary for an understanding of the Psy.D. dissertation, but that do not logically fit into the text. The following items may be included in the Foreword: reasons for the selection of the topic, the scope and limitations of the investigation undertaken, an explanation as to how the topic fits into the existing literature, and difficulties encountered. A Foreword is not necessary if these matters are more appropriately discussed in the text of the dissertation. The Foreword is not the same as the Introduction, which is a Chapter in the main body of the dissertation manuscript.
10. *Acknowledgements (Optional)*. An Acknowledgments page is also optional. Its purpose is to express the author's recognition and appreciation for the guidance and assistance received in planning and conducting the research project and in the preparation of the dissertation manuscript.

Please note: Psy.D. dissertation manuscripts do *not* include both a Foreword and an Acknowledgments page. If a Foreword is provided, this includes whatever acknowledgments are expressed by the author, and a separate Acknowledgments page is not included.
11. *Table of Contents*. The Table of Contents lists the headings of chapters, sections, and subsections of the Psy.D. dissertation, as well as their beginning page numbers. The first section that is listed in the Table of Contents is the Foreword or Acknowledgments section, or, if the dissertation manuscript contains neither, the first chapter. The Table of Contents also lists the locations of chapters, appendices, and references. While the Approval, the Vitae, the Abstract, and the Title Page are found prior to these sections, they are not listed in the Table of Contents.

The Table of Contents is not only a guide to the location and arrangement of the various sections of the manuscript, but is also a graphic representation of the internal organization of the material. The relationship between chapters, sections, and subsections is reflected in the style and size of type, according to the *Publication Manual of the American Psychological Association* (APA, 2010). The wording, arrangement, punctuation, and capitalization of all

headings listed in the Table of Contents must correspond exactly to the headings as they appear in the body of the dissertation manuscript. Double-spacing is used between headings. Headings which exceed one line are single-spaced. A sample Table of Contents is presented in Exhibit K.

12. *Lists of Tables, Figures, and Other Materials (if any)*. If the dissertation manuscript contains figures, tables, photographs, drawings, or other material, each of these series is listed on a separate page following the Table of Contents. A sample List of Tables (Exhibit L) and List of Figures (Exhibit M) are presented at the end of this chapter.
13. *Chapters*. Each chapter represents an important division of the dissertation manuscript. The wording, punctuation, and capitalization of each chapter are identical to that in the Table of Contents. Chapters are numbered with Roman numerals and centered at the top of a new page, as follows:

CHAPTER I

INTRODUCTION

The four customary chapters for an empirical project are the same as the four basic sections of an empirical paper: (I) Introduction, (II) Method, (III) Results, and (IV) Discussion.

In a non-empirical project, a student should use a format appropriate for the topic and consistent with the formats found in *Psychological Bulletin* and *Psychological Review*.

The first page of each chapter is numbered at the bottom, center of the page. The first page of Chapter I is page 1.

14. *Tables, Figures, and Other Materials*. Any table, figure, or other material (e.g., photograph or drawing) is incorporated into the text in the area of the manuscript in which it is first described. Good practice is to insert the table or figure as a separate page immediately following the page of text in which it was first referenced.

In contrast to APA style, two or more small tables or figures may be included on the same page. Likewise, a page may include one part text and one part table (or figure), provided that three (3) blank lines separate the two parts.

15. *References*. The Reference section contains all of the works cited by the author. This section should begin a new page, with **REFERENCES** centered at the top of the page. The format for references follows the *Publication Manual of the American Psychological Association* (APA, 2010), except that, in Psy.D. dissertation manuscripts, references are single-spaced, with double-spaces between references.
16. *Footnotes (if any)*. Footnotes are used to supplement or to amplify substantive information in the text. In dissertation manuscripts, footnotes are not inserted at the bottom of pages in the text but are listed by number in a separate section after the references.
17. *Appendices (if any)*. The purpose of these sections is to keep the text from being interrupted or cluttered with supplementary, illustrative materials. Instructions, questionnaire items,

Please note: Copyrighted materials (e.g., questionnaires or tests) should only be included as an appendix with written approval from the holder of the copyright. If approval to reproduce copyrighted materials is not obtained, a reference citation or publication address will suffice.

18. *Blank Page.*

Paper and Copies

For the final version of the dissertation manuscript, the original must be printed by a letter-quality printer on one side of good quality watermarked bond, 8-1/2 X 11 inch paper.

Copies must be duplicated on one side of good quality, bond paper. All copies must be clean, legible, and professional in appearance. The three copies submitted for retention in the University libraries should be on permanent-durable (i.e., acid free) paper.

Superior quality, non-glossy photographs may be included in the dissertation manuscript as appropriate. They must be mounted on bond paper. Duplicate photographs, not photocopies of the original photograph, must accompany the original and each copy of the dissertation manuscript.

Chapter V Exhibits

Exhibit H: Sample Curriculum Vitae (p. 30-31)

Exhibit I: Sample Abstract (p. 32)

Exhibit J: Sample Title Page (p. 33)

Exhibit K: Sample Table of Contents (pp. 34-35)

Exhibit L: Sample List of Tables (p. 36)

Exhibit M: Sample List of Figures (p. 37)

CURRICULUM VITAE

Susan Jean Williamson

sjwilliam@hartford.edu

Education

- 2010, May Psy.D., Clinical Psychology, Graduate Institute of Professional Psychology, University of Hartford, West Hartford, Connecticut.
- 2008, September M.A., Psychology, University of Hartford, West Hartford, Connecticut.
- 2004-07 18 graduate credits, Department of Psychology, Cleveland State University, Cleveland, Ohio.
- 2004, August Certificate of Completion, Radio Broadcasting, Ohio School of Broadcasting, Parma, Ohio.
- 2004, May B.S., with honors, Psychology and Biology, Cleveland State University, Cleveland, Ohio.

Awards and Honors

- 2003-present Member, Kappa Beta Phi
- 2002 Who's Who in Ohio Collegiate Biology
- 2000 National Merit Scholarship Semifinalist

Professional Experience

- 2009-present Predoctoral Intern, Consortium for Greater Psychological Health and Well-being, Hartford, Connecticut.
- 2008-present Adjunct Instructor, West Central Community College, Northville, Connecticut.
- 2008-09 Clinical practicum, Mechanized Care Unit, Almagamated Hospitals and Clinics, Hartford, Connecticut.

Professional Experience (Continued)

- 2007-09 Teaching Assistant, Graduate Institute of Professional Psychology,
University of Hartford.
- 2007-08 Clinical practicum, Outpatient Mental Health Center, Tiny
Clinic in the Vale, West Pleasantville, Connecticut.
- 2002-04 Research Associate, Department of Psychology, Cleveland
State University.
- 2001-02 Research Assistant, Department of Biology, Cleveland
State University.

Publications

- Hoople, M. T., & Williamson, S. J. (2008). Wilbur J. Wilbur: A man of his time and ours. *The American Behaviorist*, 9, 357-359.

Presentations

- Williamson, S. J., & Stromboli, I. J. (2009, August). Reasons why most people think that managed care is not too good an idea: A survey. Paper presented at the meeting of the American Psychological Association, New Orleans, LA.
- Hoople, M. T., Wilson, A. M., & Williamson, S. J. (2008, July). The influence of maverick psychologists on psychology as we know it. Paper presented at the meeting of the Connecticut Psychological Association, East Rogaine, Connecticut.

Date of Preparation: May 2010

ABSTRACT

WILBURIAN THEORY IN CLINICAL PRACTICE: A SURVEY COMPARING PSYCHOLOGISTS WHO FAVOR OR DISFAVOR SHORT-TERM THERAPY

Susan J. Williamson, Doctor of Psychology, 2010

Psy.D. Dissertation Chaired by Wilbur J. Wilbur, Jr., Psy.D.,
Associate Professor, Graduate Institute of Professional Psychology

Recent trends in psychotherapy practice have included an increased emphasis on short-term therapy and greater reliance on treatment manuals. While such trends can be directly attributable to the managed care of mental health services, a historical review of the psychotherapy literature reveals several examples of short-term, manualized treatment approaches over 75 years ago. One early proponent of this type of psychotherapy is the maverick psychologist, Wilbur J. Wilbur. Wilbur (1925; Wilbur & Mendota, 1927) developed a controversial two-hour psychotherapy format, in which the therapist quickly engages the client with unconditional acceptance, then confronts the client's problems using standardized comments of a derogatory nature. At the critical juncture, therapy abruptly shifts back to standardized affirmations of the client's inherent self-worth.

To explore the current appreciation of Wilbur's theories, 150 licensed psychologists were randomly sampled from the list of licensed psychologists in Connecticut. Seventy-six useable surveys were returned, for a response rate of 50%. Results showed that, while over 90% of those surveyed routinely engaged in therapy of six sessions or less, 34% voiced reservations about whether short-term therapy can produce lasting change in therapy. Respondents who favored short-term therapy rated Wilbur's ideas as more potentially effective, more ethical, and more consistent with current psychotherapy research than did those who disfavor short-term therapy.

***WILBURIAN THEORY IN CLINICAL PRACTICE: A SURVEY COMPARING
PSYCHOLOGISTS WHO FAVOR OR DISFAVOR SHORT-TERM THERAPY***

by

Susan Jean Williamson

B.S., with honors, May 2004, Cleveland State University

M.A., May 2008, University of Hartford

Psy.D. Dissertation submitted to the
Graduate Institute of Professional Psychology
Doctoral Program in Clinical Psychology
University of Hartford
in partial fulfillment of the
requirements for the degree of
Doctor of Psychology
2010

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CHAPTER VI

THE FORMAL PRESENTATION OF THE DISSERTATION

When the student has completed a final draft of the dissertation manuscript, this work is ready for the Formal Presentation of the Psy.D. Dissertation. This formal meeting includes the student, the dissertation committee, and any other interested parties (as noted below). The Formal Presentation, often referred to as an oral exam or dissertation defense, determines whether the student has successfully completed the requirements for the Psy.D. Dissertation. In almost all cases, final approval of the dissertation is contingent upon at least minor revisions of the manuscript. The revised and approved manuscript is then presented to the larger academic community by including bound copies in the GIPP Library and the Mortensen Library, making it available by microfilm through ProQuest/UMI Dissertation Services, and publishing the abstract in *Dissertation Abstracts International*.

Announcement of the Formal Presentation of Psy.D. Dissertation

After the dissertation Chair has agreed that the Psy.D. Dissertation manuscript has been completed, the student should distribute copies of the manuscript to all members of the dissertation committee at least two (2) weeks prior to the announcement of the Formal Presentation. Conservatively, this is at least four (4) weeks prior to the anticipated date of the formal presentation. Committee members will use these two (2) weeks to review and evaluate the manuscript. When all members of the committee have given final approval to the finished manuscript, the student is permitted to schedule and announce the Formal Presentation.

The time and place of the Formal Presentation must be scheduled through the GIPP Program Coordinator. The Formal Presentation must be announced at least two (2) weeks in advance, using the *Announcement of Dissertation Formal Presentation* (see Exhibit N). The student should contact the Program Coordinator to ensure that the announcement is posted on departmental bulletin boards and emailed to all Psychology faculty, staff, and students. In addition, the student should arrange for any audio/visual equipment that may be required.

The Formal Presentation

In addition to committee members, the Formal Presentation is open to members of the University community and persons invited by the student. All attendees, however, are reminded that the central purpose of this meeting is an oral examination of the student's dissertation project and manuscript. During the Formal Presentation, the student presents and discusses the hypotheses or questions, methods, results, and interpretations of the dissertation. A general question-and-answer period provides for dialogue among the student, committee members, and other attendees. After the question-and-answer period, the committee asks the student and any attendees to leave the room. The committee will then discuss the student's performance, decide whether to accept the dissertation (i.e., pass the student), and agree upon any required changes to the dissertation. The student then returns, is advised of the outcome, and receives a summary of any changes required by the committee. The committee's approval of the dissertation, pending any changes, must be unanimous.

After the Formal Presentation is completed, any and all final revisions must be made to the satisfaction of all committee members, as indicated by their signing of the *Approval of the Psy.D. Dissertation* (see Exhibit O). The student should prepare this form by filling in all information except signatures and dates, and bring this to the Formal Presentation, even though further revisions of the dissertation are likely. Once changes are approved, a fully signed *Approval of the Psy.D. Dissertation* is required before any copies of the final manuscript are deemed official.

Following the committee signatures, the student must submit the approved copy of the manuscript (including the signed *Approval* form) to the Director of Dissertation Research for review and signature of the *Approval* form. These materials are forwarded to the GIPP Director and then to the Chair of the A & S Graduate Studies Committee for their respective reviews and signatures. The GIPP Program Coordinator then returns the final manuscript and fully completed *Approval* form back to the student and copies of the *Approval* form to the student's file, dissertation committee members, and GIPP office staff for record-keeping.

Please note. The official date for completion of the Psy.D. dissertation is the signature date of the GIPP Director on the *Approval* form. The A & S Evaluator announces the deadline for depositing dissertation copies for each semester in which degrees are conferred. Consequently, the student should plan to obtain all necessary signatures as far ahead of the deadline as possible.

Manuscript Binding and Distribution

After the final manuscript and signed *Approval* form are returned to the student, the manuscript is ready for copying, binding, and distribution. The student should plan for at least three (3) copies of the manuscript to be duplicated on good quality, permanent-durable (i.e., acid free), bond paper. Two (2) of these copies will be placed in the Mortensen Library and the third will be kept in the GIPP Library. The student should also arrange for the Dissertation Chair and each committee member to receive a bound copy of the final manuscript. Additional copies of the manuscript may be submitted for binding at the student's discretion.

The student deposits for binding all copies of the dissertation manuscript to the Periodicals Librarian at the Mortensen Library. An overview of library services for dissertations may be found online at: <http://library.hartford.edu/services/psychdissert.asp>. In preparing a check for binding costs, the student should also complete the *Thesis/Essay/Dissertation Binding Form* (available online at: http://library.hartford.edu/services/Mort_bindery_form.pdf).

Upon depositing copies for binding, the student should return the completed form for *Distribution of Bound Psy.D. Dissertation Copies* (see Exhibit P) to the GIPP Program Coordinator. This form facilitates the return of bound copies to their proper destinations. The Mortensen Library will retain its two bound copies and return the remainder to the GIPP Program Coordinator. The Program Coordinator will place one copy in the GIPP Library, distribute copies to faculty with University mailboxes, and contact the student for return of any additional copies. The student is responsible for distributing bound copies beyond the University.

Publication of the Psy.D. Dissertation

To make the scholarship of University of Hartford students accessible to scholars beyond our campus, University policy requires that doctoral recipients submit a complete final copy of the dissertation for publication by ProQuest/UMI Dissertation Services. The entire Psy.D. dissertation is published by ProQuest/UMI and made accessible in various formats (including print and online). The dissertation abstract is indexed by ProQuest/UMI in *Dissertation Abstracts International*.

When depositing dissertation copies for binding, the student must also submit the publication fee (presently \$55 for a dissertation) and the *ProQuest/UMI Publishing Agreement Form* (see: <http://library.hartford.edu/services/ProquestForm-2009-2010.pdf>). The Library will send to ProQuest/UMI one of its copies of the completed dissertation, abstract, and title page, along with the *Publishing Agreement* and payment. This copy of the completed dissertation is then returned to the Library for binding.

Please note. ProQuest/UMI allows University of Hartford students and faculty free full-text accessibility to dissertations and theses completed at our University. Interested individuals outside the University of Hartford community would need to purchase a student's dissertation to view it in its entirety. The searchable database is available at the Library website (<http://library.hartford.edu>); select "Databases" on the homepage, submit a "Search All" request, and then select the "Dissertations and Theses @ University of Hartford" database.

Copyright Registration (Optional)

If a student wishes ProQuest/UMI to act as an agent in securing the copyright, this can be indicated on the *ProQuest/UMI Publishing Agreement* (see above). This service is available for a fee (\$65), which includes the copyright registration fee plus the cost of two (2) copies of the dissertation for deposit in the Library of Congress, as required under copyright law. The student may also choose to file a copyright at a later date through ProQuest/UMI or by other means.

Flow Chart for the Formal Presentation

- _____ 1. Student maintains continuous registration by enrolling and paying tuition for coursework, the internship fee, or the Dissertation Continuance fee each semester.
- _____ 2. Student completes work on a final draft of dissertation manuscript for review at the Formal Presentation.
- _____ 3. At least two weeks before announcing the Formal Presentation and four weeks before actual Formal Presentation, student distributes copies of manuscript to committee.
- _____ 4. Student schedules date, time, and place for Formal Presentation in consultation with chair, committee members, and GIPP Program Coordinator.

Flow Chart for the Formal Presentation (Cont'd)

- _____ 5. Student contacts the GIPP Program Coordinator to distribute the announcement of Formal Presentation to all GIPP faculty members.
- _____ 6. The Chair conducts the Formal Presentation, a meeting in which the student presents the dissertation to the committee for evaluation and discussion.
- _____ 7. Upon satisfactory completion of the Formal Presentation, the student submits the *Approval of the Psy.D. Dissertation* and a copy of the final, corrected dissertation to committee members for review. The committee members sign *Approval* after all revisions to the dissertation manuscript are completed.
- _____ 8. The student submits a copy of the final, corrected dissertation (including the signed *Approval*) to the Director of Dissertation Research for final review and signature.
- _____ 9. The manuscript and *Approval* are forwarded to the GIPP Director and to the Chair of the A & S Graduate Studies Committee for review and signature. GIPP Office Coordinator returns originals to student and copies of *Approval* form to student's file, committee members, and GIPP office staff for record-keeping.
- _____ 10. By the posted deadline, student deposits for binding at least three copies of the dissertation to the Mortensen Library with a check to cover costs. Librarian notifies Chair of the A & S Graduate Studies Committee once the copies have been deposited.
- _____ 11. Student completes form for GIPP Program Coordinator to instruct proper distribution of bound dissertations. Be sure that each committee member receives a bound copy of the final manuscript.
- _____ 12. Student submits fee and *Publishing Agreement* to ProQuest/UMI Dissertation Services for publication of the dissertation.
- _____ 13. If desired, ProQuest/UMI will act to secure a copyright of the Dissertation.

Chapter VI Exhibits

- Exhibit N: Announcement of Dissertation Formal Presentation (p. 42)
- Exhibit O: Approval of the Psy.D. Dissertation (p. 43)
- Exhibit P: Distribution of Bound Psy.D. Dissertation Copies (p. 44)

University of Hartford

Department of Psychology
Graduate Institute of Professional Psychology
Doctoral Program in Clinical Psychology

Announcement of

Formal Presentation of the Psy.D. Dissertation

for the degree of

Doctor of Psychology

Candidate:

Dissertation Title:

Date & Time:

Location: University of Hartford
East Hall Room 117J
200 Bloomfield Avenue
West Hartford, CT 06117

Dissertation Committee:

All members of the University community are invited to attend.

University of Hartford
Department of Psychology
Graduate Institute of Professional Psychology

Approval of the Psy.D. Dissertation

This is to certify that the Psy.D. Dissertation entitled _____

(Title of Dissertation)

presented by _____,
(Name of Candidate)

(BA/BS, year, institution)

(MA/MS, year, institution)

has been approved unanimously by the Psy.D. Dissertation committee on _____.
(Date)

(1)

Dissertation Chair Name

Signature

Institution and Department

Title

(3)

3rd Member Name

Signature

Institution and Department

Title

Received: _____ Date _____
Director of Dissertation Research

Received: _____ Date _____
Chair, A&S Graduate Studies Committee

(2)

2nd Member Name

Signature

Institution and Department

Title

(4)

4th Member Name (optional)

Signature

Institution and Department

Title

Received: _____ Date _____
Director of GIPP

University of Hartford
Department of Psychology
Graduate Institute of Professional Psychology

Distribution of Bound Psy.D. Dissertation Copies

Name: _____ Date: _____

Address: _____ Phone: _____

_____ Email: _____

Distribution of Copies	Quantity	Sent	Date
Mortensen Library:	2	[]	_____
GIPP Library:	1	[]	_____
(Chair): _____	_____	[]	_____
(Member 2): _____	_____	[]	_____
(Member 3): _____	_____	[]	_____
(Member 4): _____	_____	[]	_____
(Member 5): _____	_____	[]	_____
Student:	_____	[]	_____
Total Number of Copies Submitted for binding:	<input type="text"/>		

Please return to the GIPP Program Coordinator when copies are submitted to the Periodicals Department for binding.

CHAPTER VII

GRADUATION AND COMMENCEMENT

The University officially awards degrees in September, January, and May of each year, but commencement exercises for doctoral degree recipients are held only in May. Degree recipients in September and January are listed in the Graduation Bulletin for the commencement exercises in the following May. For information regarding commencement exercises, the student should contact the University of Hartford website (www.hartford.edu); go to Quick Links and then Commencement.

Graduation Timetable

A conservative date for submitting the finished dissertation manuscript to committee members is eight (8) weeks prior to commencement. This timetable provides for two (2) weeks that members of the committee are allowed to review the manuscript prior to giving permission for scheduling the Formal Presentation of the Psy.D. dissertation, two (2) weeks required between the announcement and the meeting for the Formal Presentation, two (2) weeks for revising and copying the manuscript to be submitted to the Chair of the A & S Graduate Studies Committee, and two (2) weeks for review by the Chair of the A & S Graduate Studies Committee and certification for graduation by the A & S Evaluator.

The student should begin this final countdown as early in the semester as possible. While it may be possible for the sequence to be shortened somewhat, it is inappropriate for the student to subject faculty and other University personnel to pressures to accommodate last-minute submissions.

Graduate Degree Application

All students anticipating graduation must complete a formal application for the graduate degree, which is available from the A & S Evaluator or from the Office of the Registrar. The student submits the application form to the Registrar with the applicable fee.

It is recommended that formal application be made at the start of the semester in which the student expects to graduate. The initial application and fee are in effect for one (1) year, after which another application and fee are required. The degree application also provides a timely occasion to review remaining program requirements with the A & S Evaluator who eventually will be responsible for certification of the student's transcript for graduation.

Certification for Graduation

The student is not certified for graduation until the Chair of the A & S Graduate Studies Committee informs the A & S Evaluator that all dissertation requirements and forms have been completed and the A & S Evaluator certifies that all other University requirements have been met. Prior to the anticipated semester of graduation, the student should check with the A & S Evaluator to assure that all program requirements will have been met. The date that the GIPP

Director signs the *Approval of the Psy.D. Dissertation* is the date used for purposes of licensure and other non-University certifications.

Last Minute Reminders

As the Psy.D. Dissertation nears completion and as graduation approaches, several items may be overlooked that could interfere with graduation. Please make sure to:

- Rectify all grades of Incomplete for previous course work.
- Return borrowed testing equipment and supplies.
- Return keys to the department and to practicum agencies.
- Return library books.
- Pay any outstanding library fines.
- Pay any outstanding parking tickets.

Commencement Exercises

GIPP strongly encourages public recognition for completion of the Psy.D. degree through participation in the May University commencement exercises. The Department of Psychology hosts a reception for graduates and their guests on the day of May graduation ceremonies.

Caps, gowns, and hoods are available for rental or purchase through the University of Hartford. Hooding of doctoral graduates occurs only during the May Commencement exercises. Students planning to participate in the May Commencement should make arrangements for rental or purchase of academic regalia prior to April 1.

Flow Chart for Graduation and Commencement

- _____ 1. Student maintains continuous registration by enrolling and paying tuition for coursework, the internship fee, or the Dissertation Continuance fee each semester.
- _____ 2. Student contacts the A & S Evaluator to submit Graduate Degree Application.
- _____ 3. Student requests verification of completion of requirements from A & S Evaluator.
- _____ 4. Student checks with Bursar and GIPP Program Coordinator that there are no outstanding fees or departmental responsibilities.
- _____ 5. If attending commencement exercises, student places order for cap, gown, and hood.

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Psy.D. Dissertation Manual Appendix

May 2010

DISSERTATION DIRECTORY

<i>Name</i>	<i>Title</i>	<i>Office</i>	<i>Phone</i>	<i>Email</i>
Banks, Dr. Jack	Chair, Arts & Sciences Graduate Studies Committee	Abrahms Hall 110	5277	Banks
Cohen, Dr. Martin	Chair, Institutional Animal Care and Use Committee	Dana Hall 367	4587	Mcohen
Edwards, Kristina	Periodicals Department	Mortensen Library L108	5545	Kedwards
Hardesty, Dr. Monica	Chair, Human Subjects Committee	Hillyer Hall 402	4310	Hardesty
Mehm, Dr. John	GIPP Director	East Hall 117E	5224	Mehm
Oppenheimer, Cindy	GIPP Office Coordinator	East Hall 117	5391	Oppenheim
Pesola, Tina	Arts & Sciences Evaluator	Hillyer Hall 228	4135	Pesola
Powell, Dr. Jack	Director, Dissertation Research	East Hall 204C	4720	Jpowell
Registrar	Student Administrative Services Center (SASC)	Computer Center 238	4999	Registrar
Viereck, Betty	GIPP Program Coordinator	East Hall 117G	5323	Viereck

Note. Mailing address for all offices: University of Hartford, 200 Bloomfield Avenue, West Hartford, CT 06117.

Area code and prefix for all phone numbers: (860) 768-xxxx.

Server for all email addresses: hartford.edu.

SUMMARY OF FEES

<i>Fee</i>	<i>Amount</i>	<i>Payee</i>	<i>Recipient</i>
Graduate degree application, cap, gown, and hood	\$208, if paid by deadline \$225, if late	University of Hartford	Registrar
http://www.hartford.edu/commencement/gowns.asp			
Dissertation Binding	\$15/copy for title on spine \$25/copy for title on spine and front cover	Mortensen Library	Mortensen Library
http://library.hartford.edu/services/Mort_bindery_form.pdf			
Dissertation Publication	\$55	ProQuest/UMI	Mortensen Library
http://library.hartford.edu/services/ProquestForm-2009-2010.pdf			
Dissertation Microfilming	\$65	ProQuest/UMI	Mortensen Library
http://library.hartford.edu/services/Mort_microfilm_form.pdf			
Optional Fees			
Dissertation Copyright	(\$55)	(add to check for microfilming)	Mortensen Library
Open Access Publishing	(\$95)	(add to check for microfilming)	Mortensen Library
http://www.copyright.gov/			

Note. All fees are current as of this printing, but are subject to change. See websites for further information.