

# **University *of* Hartford**

**GRADUATE INSTITUTE OF PROFESSIONAL PSYCHOLOGY**

**DOCTORAL PROGRAM IN CLINICAL PSYCHOLOGY**

## **Psy.D. Dissertation Manual**

**Revised: September, 2007**

## 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, 2001. With the exception that newly formed dissertation committees must contain three members, most of the changes in this 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.

The fifth edition of the *Publication Manual of the American Psychological Association* (APA, 2001) 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 of journal article, and occasionally these guidelines conflict with preparation of the dissertation in the form of a book. Consequently, the most significant modification of APA style required is the use of book chapters as the basic unit of organizing the dissertation manuscript. Chapter Six of the APA *Publication Manual* discusses modifications of APA style for doctoral dissertations. 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 Update 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!

John G. Mehm  
Director of Dissertation Research

September, 2007

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

***PSY.D. DISSERTATION MANUAL***

Revised September, 2007

# 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 NCSPP model of training (Peterson et al., 1997), 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 statistical and design 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. 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.
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. The design and implementation of an innovative program, including the theoretical and practical justification for the program and a cogent evaluation procedure.

## 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 beginnings of the dissertation can be found in the Dissertation Research Seminar, usually 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 member(s).

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, with any recommended changes by the committee, serves as an agreement for the work to be completed in the final dissertation manuscript.

When the student has completed a final draft of the entire 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 members of the University community. 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 small 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. 35 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/Fail basis, and the student receives a grade of Pass when the Prospectus has been formally approved by the Dissertation Seminar leader. The Seminar leader indicates approval by completing the *Approval of the Psy.D. Dissertation Prospectus* (see Exhibit A) and submitting it to the Director of Dissertation Research<sup>1</sup> for inclusion in the students' file. If the student does not complete an approved Prospectus by the end of the semester, a grade of Incomplete will be recorded, which will be changed to a Pass by the Dissertation Seminar Leader as soon as a Prospectus is completed and approved.

As part of the Dissertation Seminar process, students should also develop a plan and tentative dates for completion of the various parts of the dissertation (e.g., literature review; completed Proposal; collection of any data or additional material; preparation of a complete dissertation manuscript).

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<sup>1</sup> Please see the *Dissertation Manual Update* for contact information of all individuals identified in this *Manual*.

### *Faculty Role*

The seminar leader is responsible for helping students to begin the dissertation process by providing guidance and encouragement to the students through the Dissertation Seminar. Within the collective 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 commensurate with the role of the local clinical scientist, 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.
- \_\_\_\_\_ 2. Student completes dissertation Prospectus and submits to Dissertation Seminar leader for approval.
- \_\_\_\_\_ 3. Dissertation Prospectus is submitted to the Director of Dissertation Research for inclusion in student's file.
- \_\_\_\_\_ 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  
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 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 newly formed doctoral dissertation committees established after August 15, 2007. Committees established prior to this date are subject to the guidelines outlined in the September, 2001, *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 faculty member of the GIPP or the Psychology Department.
2. The second member may be one of the following:
  - (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 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 (or fourth) member may be a doctoral-level professional deemed appropriate by the Director of Dissertation Research. This would potentially include any Core, Affiliate, or Adjunct faculty of the GIPP, faculty at Consortium schools or elsewhere, clinical supervisors, or statistical consultants.

## 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.
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 as individuals dedicated to doctoral training in clinical psychology has 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 with internal checks and balances 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 support by the committee, but should seek to incorporate the valuable input of the committee they have selected. The student's task is to pursue input actively while maintaining lines of communication with the committee. 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 and accept in writing 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 its approval, the 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.
4. The Chair may delegate to another member of the committee the role of primary advisor, who then takes on a central role in the student's dissertation committee. This primary advisor may become the person with whom the student will consult most closely in preparing

the dissertation Proposal, engaging in the scholarly and/or research work, and writing the dissertation manuscript.

5. A primary advisor should work closely with the Chair to decide when the dissertation Proposal is ready for presentation at a Proposal Review meeting, and when the completed dissertation manuscript is ready for the Formal Presentation.
6. 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.
7. Members read and suggest revisions to the near-final dissertation draft in preparation for the Formal Presentation (see Chapter VI).
8. 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.

GIPP provides compensation for Primary Advisors and Second Readers who are not core faculty of GIPP. The conditions of this compensation are described in the *Memorandum of Understanding: Primary Advisement* (Exhibit C) and *Memorandum of Understanding: Second Reader* (Exhibit D). These documents serve as contracts with non-core faculty committee members. Students should make their committee members aware of these contracts and direct them to the GIPP Office Co-ordinator to establish appropriate contracts and payment. Although no compensation is provided for third (or fourth) committee members, tasks and expectations of these members are outlined in *Third Reader Responsibilities* (Exhibit E).

#### Appointment of the Chair and Committee

Students are encouraged to speak with several faculty members before making a request that a particular person take on the role of dissertation Chair. Students should also feel free to consult GIPP and Psychology faculty about a potential choice. 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 both content and method resources. The content resource person is an individual who has special expertise in the particular topic area of the dissertation and can offer the student guidance in the current state of knowledge. 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 of the Director of Dissertation Research. Once committee members have been selected, the Chair will submit the *Appointment of the Psy.D. Dissertation Committee* (see Exhibit F) 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 member(s) 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 G). 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 Research Seminar (CPS 852), a full-time faculty member of the GIPP or 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. The student may seek approval for a second committee member by submitting that individual's CV to the Director of Dissertation Research to begin processing the form for *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.
- \_\_\_\_\_ 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.

#### Chapter III Exhibits

- Exhibit B: Approval as Second Member for Psy.D. Dissertation Committee (p. 12)
- Exhibit C: Memorandum of Understanding: Primary Advisement (p. 13)
- Exhibit D: Memorandum of Understanding: Second Reader (p. 15)
- Exhibit E: Third Member Responsibilities (p. 17)
- Exhibit F: Appointment of the Psy.D. Dissertation Committee (p. 18)
- Exhibit G: Change of the Psy.D. Dissertation Committee (p. 19)

# University of Hartford

## 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

## Graduate Institute of Professional Psychology

### **Memorandum of Understanding**

#### **For Adjunct Dissertation Supervision Primary Advisement**

The following represents an understanding between \_\_\_\_\_ (the Primary Dissertation Advisor) and the Graduate Institute of Professional Psychology (GIPP) of the University of Hartford. The agreement is available only to individuals who are not core (i.e., full time) faculty members of GIPP.

The Primary Dissertation Advisor agrees to assist doctoral students in the GIPP program to develop and defend a dissertation proposal and to complete and defend that dissertation. The responsibilities of the Primary Dissertation Advisor are listed below. It is expected that the Primary Dissertation Advisor will:

1. Become familiar with the GIPP dissertation requirements, as articulated in program materials.
2. Meet with each dissertation advisee individually at least three times each semester to work on dissertation proposal, data collection, data analysis, and/or dissertation write-up. (For advisees on internship, these meetings may be telephone conferences.)
3. Respond promptly to telephone and/or e-mail inquiries/requests from advisees concerning dissertation work.
4. Have a goal of assisting advisees to have an approved proposal within three semesters (including summer semester) of beginning supervision and a completed and defended dissertation within three semesters of the approved proposal.
5. Review and provide timely feedback on proposal and dissertation drafts.
6. Attend and participate in advisees' proposal and dissertation defenses at the University of Hartford.
7. Provide feedback to GIPP on advisee progress for student annual reviews (usually in March) and for internship readiness reviews (usually in August or September).
8. Work with advisees to craft papers based on the dissertation for submission for publication or presentation at regional or national conferences.
9. Submit an invoice for payment for each advisee at successful completion of the advisee's dissertation proposal defense and after successful completion of the dissertation and final

defense. Invoices must be submitted before the end of the semester following completion for advisors to receive compensation.

10. Coordinate advisor efforts with Associate Director John Mehm, who manages GIPP's dissertation process. This includes notifying Dr. Mehm of problems or anticipated problems with accomplishing the above tasks.

Compensation for Primary Advisor dissertation supervision will be \$600 per student for work on the dissertation proposal and a similar amount for work between proposal approval and dissertation completion (a maximum of \$1200 overall for full dissertation supervision). These amounts will be paid at the point of successful proposal defense and successful final dissertation defense and only if the dissertation reaches these points and the program receives an appropriate invoice.

This agreement is automatically renewed each semester unless cancelled by the Director of the Graduate Institute of Professional Psychology. If, in the judgment of the Director, the Primary Dissertation Advisor has not satisfied the above requirements of this agreement, the agreement will be cancelled, and the advisor will receive no compensation.

Students to be advised (Do not include students listed on a previous contract.):

\_\_\_\_\_  
Signature (Primary Dissertation Advisor)

\_\_\_\_\_  
Signature, Director, GIPP

\_\_\_\_\_  
Date

# University of Hartford

## Graduate Institute of Professional Psychology

### Memorandum of Understanding

#### For Adjunct Dissertation Supervision Second Reader

The following represents an understanding between \_\_\_\_\_ (the Second Reader) and the Graduate Institute of Professional Psychology (GIPP) of the University of Hartford. The agreement is available only to individuals who are not core (i.e., full time) faculty members of GIPP.

The Second Reader agrees to be a member of doctoral student dissertation committees and to assist in the evaluation of doctoral dissertation work. In particular, the responsibilities of the Second Reader are as listed below.

It is expected that the Second Reader will:

1. Become familiar with the GIPP dissertation requirements, as articulated in program materials.
2. Review and provide timely feedback on proposal and dissertation documents.
3. Respond promptly to telephone and/or e-mail inquiries/requests from dissertation Chairs and Primary Advisors and from the GIPP.
4. Attend and contribute to students' proposal and dissertation defenses at the University of Hartford.
6. Submit an invoice for payment for each dissertation student at successful completion of the student's dissertation proposal defense and after successful completion of the dissertation and final defense. Invoices must be submitted before the end of the semester following completion for Second Readers to receive compensation.
7. Coordinate advisor efforts with Associate Director John Mehm, who manages GIPP's dissertation process. This includes notifying Dr. Mehm of problems or anticipated problems with accomplishing the above tasks.

Compensation for serving as Second Reader will be \$300 per student for work on the dissertation proposal and a similar amount for work between proposal approval and dissertation completion (a maximum of \$600 overall for full dissertation involvement). These amounts will be paid at the point of successful proposal defense and successful final dissertation defense and only if the dissertation reaches these points and the program receives an appropriate invoice.

This agreement is automatically renewed at the end of each semester unless cancelled by the Director of the Graduate Institute of Professional Psychology. If, in the judgment of the Director, the Second Reader has not satisfied the above requirements of this agreement, the agreement will be cancelled, and the Second Reader will receive no compensation.

Students on whose committee the individual will serve as Second Reader (Do not include students listed on a previous contract.):

\_\_\_\_\_  
Signature (Second Dissertation Reader)

\_\_\_\_\_  
Signature, Director, GIPP

\_\_\_\_\_  
Date

# University of Hartford

## Graduate Institute of Professional Psychology

### **Third Reader Responsibilities**

Third Readers for GIPP student dissertations may be any doctoral level professional who is approved by the GIPP Director of Dissertation Research. That includes faculty from other schools and departments at the University of Hartford, faculty of other colleges, and clinicians and researchers outside the university. While one goal of having a Third Reader is to include individuals with perspectives beyond Psychology and GIPP, GIPP and Psychology faculty may serve as Third Readers, as well.

Third Readers serve on a volunteer basis. They are not paid. Nevertheless, in accepting a position as Third Reader, the individual agrees to execute all responsibilities of a Third Reader as summarized below. It is expected that the Third Reader will:

1. Become familiar with the GIPP dissertation requirements, as articulated in program materials.
2. Review and provide feedback on final drafts of the dissertation proposal and the dissertation.
3. Attend and contribute to students' proposal and dissertation defenses at the University of Hartford.
4. Coordinate efforts with Associate Director John Mehm, who manages GIPP's dissertation process. This includes notifying Dr. Mehm of problems or anticipated problems with accomplishing the above tasks.



# University of Hartford

## 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 Doctoral Program in  
(Name of Student)  
Clinical Psychology.

Dissertation Title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **Present Committee**

(1) \_\_\_\_\_

Dissertation Chair Name

(2) \_\_\_\_\_

2<sup>nd</sup> Member Name

(3) \_\_\_\_\_

3<sup>rd</sup> Member Name (optional)

(4) \_\_\_\_\_

4<sup>th</sup> Member Name (optional)

#### **Proposed New Committee**

(1) \_\_\_\_\_

Dissertation Chair Name

\_\_\_\_\_ Institution

(2) \_\_\_\_\_

2<sup>nd</sup> Member Name

\_\_\_\_\_ Institution

(3) \_\_\_\_\_

3<sup>rd</sup> Member Name (optional)

\_\_\_\_\_ Institution

(4) \_\_\_\_\_

4<sup>th</sup> Member Name (optional)

\_\_\_\_\_ Institution

\_\_\_\_\_  
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 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

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 an additional Proposal Review meeting once the latter believes that all deficiencies have been rectified.

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 tape-record the Proposal Review meeting for his/her reference.

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 GIPP 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 dissertation Chair and committee members document their approval of the Proposal by signing the *Approval of the Psy.D. Dissertation Proposal*. The student is responsible for the preparation of this *Approval* form (see Exhibit H). Following a successful Proposal Review

meeting, 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*.

#### *Permission to Begin Gathering Data*

Approval from the dissertation committee and from all relevant human or animal subject welfare committees is required before data collection can begin. The student should forward any signed subject welfare approval forms to the Director of Dissertation Research 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. 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.

Unless there are unusual circumstances, proposals that have not been approved should not be submitted to the Human Subjects Committee, although prior consultation with members of the committee is encouraged. Prior consultation assures that the same proposal will be acceptable both to the student's dissertation committee and to the Human Subjects Committee.

The student should not begin collecting data until receiving approval 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 should be included as a dissertation appendix.

#### Approval by the Animal Subject Welfare 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 Animal Subject Welfare Committee. Procedures for review and approval of research involving animals are available from the chair of that committee.

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 preparedness 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 preparedness 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 for 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 prepares 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 tape-recorded with the Chair presiding. Student documents the committee's suggested changes to the draft proposal.
- \_\_\_\_\_ 6. The *Approval of the Psy.D. Dissertation Proposal* is signed by all committee members.
- \_\_\_\_\_ 7. 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*.
- \_\_\_\_\_ 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 (or Animal) Subjects Committee.

### Chapter IV Exhibit

Exhibit H: Approval of the Psy.D. Dissertation Proposal (p. 25)

# University of Hartford

## 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)

The approved Proposal has been submitted for approval to the University of Hartford Human (or Animal) Subject Welfare Committee and (if applicable) the committee responsible for protecting the welfare of research participants at \_\_\_\_\_.  
(Name of Institution)

_____ Dissertation Chair Name	_____ Institution and Department	_____ Signature
_____ 2 <sup>nd</sup> Member Name	_____ Institution and Department	_____ Signature
_____ 3 <sup>rd</sup> Member Name (optional)	_____ Institution and Department	_____ Signature
_____ 4 <sup>th</sup> 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 fifth (or most recent) edition of the *Publication Manual of the American Psychological Association* (APA, 2001) 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 Psy.D. 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. The right margin should be kept as even as possible. 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, 2001) 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 L 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.

*Tables and Figures.* Tables follow the format described in the *Publication Manual of the American Psychological Association* (APA, 2001). 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 "Content and Organization of a Manuscript" in the latest edition of *Publication Manual of the American Psychological Association* (APA, 2001).

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 P 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 I.

**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 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 was 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 J.

5. *Title Page.* The Title Page is not numbered, but is understood to be page i. A sample title page is found in Exhibit K.

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 immediately following the title page. This optional page is not numbered and is placed so that the type is centered on the *reverse* side of the page against the following page. The copyright notice should appear as in the following example:

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, 2001). 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 L.

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 M) and List of Figures (Exhibit N) 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, 2001), 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, consent forms, pertinent documents, very lengthy quotations, and excerpts from behavioral

diaries are among the items that may be included in appendices. Each appendix begins on a new page and is designated in order by letter (Appendix A, Appendix B, etc.), followed by the title of the Appendix on the next double-spaced line. Appendices are ordered in the same sequence as they are mentioned in the manuscript. Pages in the appendix continue the regular pagination of the Psy.D. dissertation manuscript following the references and/or footnotes.

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 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 I: Sample Curriculum Vitae (p. 32-33)

Exhibit J: Sample Abstract (p. 34)

Exhibit K: Sample Title Page (p. 35)

Exhibit L: Sample Table of Contents (pp. 36-37)

Exhibit M: Sample List of Tables (p. 38)

Exhibit N: Sample List of Figures (p. 39)

## CURRICULUM VITAE

Susan Jean Williamson

sjwilliam@hartford.edu

### *Education*

- 2007, May                    Psy.D., Clinical Psychology, Graduate Institute of Professional Psychology, University of Hartford, West Hartford, Connecticut.
- 2005, September            M.A., Psychology, University of Hartford, West Hartford, Connecticut.
- 2001-04                      18 graduate credits, Department of Psychology, Cleveland State University, Cleveland, Ohio.
- 2001, August                Certificate of Completion, Radio Broadcasting, Ohio School of Broadcasting, Parma, Ohio.
- 2001, May                    B.S., with honors, Psychology and Biology, Cleveland State University, Cleveland, Ohio.

### *Awards and Honors*

- 2000-present                Member, Kappa Beta Phi
- 1999                          Who's Who in Ohio Collegiate Biology
- 1997                          National Merit Scholarship Semifinalist

### *Professional Experience*

- 2006-present                Predoctoral Intern, Consortium for Greater Psychological Health and Well-being, Hartford, Connecticut.
- 2005-present                Adjunct Instructor, West Central Community College, Northville, Connecticut.
- 2005-06                      Clinical practicum, Mechanized Care Unit, Almagamated Hospitals and Clinics, Hartford, Connecticut.

*Professional Experience (Continued)*

- 2004-06 Teaching Assistant, Graduate Institute of Professional Psychology, University of Hartford.
- 2004-05 Clinical practicum, Outpatient Mental Health Center, Tiny Clinic in the Vale, West Pleasantville, Connecticut.
- 1999-2001 Research Associate, Department of Psychology, Cleveland State University.
- 1998-99 Research Assistant, Department of Biology, Cleveland State University.

*Publications*

- Hoople, M.T., & Williamson, S.J. (2005). Wilbur J. Wilbur: A man of his time and ours. *The American Behaviorist*, 9, 357-359.

*Presentations*

Williamson, S.J., & Stromboli, I.J. (2006, 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. (2005, 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: September, 2007

## ABSTRACT

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

Susan J. Williamson, Doctor of Psychology, 2007

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, 2001, Cleveland State University

M.A., May, 2005, 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  
2007

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## CHAPTER VI

### THE FORMAL PRESENTATION OF THE DISSERTATION

When the student has completed a -final draft of the entire 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 members of the University community. 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

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 announce the Formal Presentation.

The time and place of the Formal Presentation must be scheduled through the GIPP Program Co-ordinator. The Formal Presentation must be announced at least two (2) weeks in advance, using the *Announcement of Dissertation Formal Presentation* (see Exhibit O). The student should contact the Program Co-ordinator to ensure that the written announcement is distributed to all GIPP faculty members and posted on departmental bulletin boards. In addition, the student should arrange for any audio/visual aids that may be required.

#### The Formal Presentation

In addition to committee members, the Formal Presentation is open to any member of the University community. 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, with any changes, must be unanimous.

When the Formal Presentation is completed and any final revisions have been made to the satisfaction of all committee members, committee members sign the *Approval of the Psy.D. Dissertation* (see Exhibit P). The student should prepare this form by filling in all information except signatures and dates, and bring this to the Formal Presentation. A 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 a final, error-free copy of the manuscript (including the signed *Approval* form) to the Director of Dissertation Research for review and signature of the *Approval* form. The final manuscript will be circulated 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 Co-ordinator then mails the final manuscript and fully completed *Approval* form back to the student.

**Please note.** The A & S Evaluator announces the deadline for depositing dissertation copies for each semester in which degrees are conferred. Any manuscript returned for correction may delay completion beyond the posted deadline for degree conferral. 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/llr/services/gradthes.htm>. In preparing a check for binding costs, the student should also complete the *Thesis/Dissertation Binding Information* (available online at: <http://library.hartford.edu/llr/services/BINDFORM.HTM>).

Upon depositing copies for binding, the student should return the completed form for *Distribution of Bound Psy.D. Dissertation Copies* (see Exhibit Q) to the GIPP Program Co-ordinator. 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 Co-ordinator. The Program Co-ordinator 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* (see: [http://library.hartford.edu/llr/services/2007\\_dissertation\\_publishing\\_agreement.pdf](http://library.hartford.edu/llr/services/2007_dissertation_publishing_agreement.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.

To assist students in gathering all necessary forms and payments for the binding and publishing of a dissertation, a *Check List for Thesis/Dissertation Binding* is available online: <http://library.hartford.edu/llr/services/checklst.htm>. This checklist is for student use, and there is no need to return this to the Library.

**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 Co-ordinator.

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.
- \_\_\_\_\_ 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. Student notifies the Chair of the A & S Graduate Studies Committee once the copies have been deposited.
- \_\_\_\_\_ 11. Student completes form for GIPP Program Co-ordinator to instruct proper distribution of bound dissertations.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 14. Be sure that each committee member receives a bound copy of the final manuscript.

Chapter VI Exhibits

- Exhibit O: Announcement of Dissertation Formal Presentation (p. 44)
- Exhibit P: Approval of the Psy.D. Dissertation (p. 45)
- Exhibit Q: Distribution of Bound Psy.D. Dissertation Copies (p. 46)

# **University of Hartford**

*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: Graduate Institute of Professional Psychology  
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

## 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) \_\_\_\_\_

3<sup>rd</sup> Member Name (optional)

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Signature

\_\_\_\_\_

Institution and Department

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2<sup>nd</sup> Member Name

\_\_\_\_\_

Signature

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Research

Date

Received: \_\_\_\_\_

Director of GIPP

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Received: \_\_\_\_\_

Chair, A&S Graduate Studies Committee

Received: \_\_\_\_\_

Date

# University of Hartford

## Graduate Institute of Professional Psychology

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## CHAPTER VII

### GRADUATION AND COMMENCEMENT

The University officially awards degrees at commencement exercises in September, January, and May of each year. Graduates in September and January are again listed in the Graduation Bulletin at the following May commencement. For information regarding commencement exercises, the student should contact the University of Hartford website ([www.hartford.edu](http://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 Arts and Sciences 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 the various 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 Arts and Sciences 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 Arts and Sciences 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.

### Conferral, Graduation, Commencement

The GIPP strongly encourages public recognition for completion of the Doctor of Psychology Degree through participation in University Commencement exercises. GIPP hosts a reception for graduates and their guests following the 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 Co-ordinator 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 Update**

**September, 2007**

## DISSERTATION DIRECTORY

<i>Name</i>	<i>Title</i>	<i>Office</i>	<i>Phone</i>	<i>Email</i>
Edwards, Kristina	Periodicals Department	Mortensen Library L108	4811	Kedwards
Greger, Terry	GIPP Office Co-ordinator	East Hall 117I	5384	Greger
Hardesty, Dr. Monica	Chair, Human Subjects Committee	Hillyer Hall 402	4310	Hardesty
Harney, Dr. Jacob	Animal Subjects Committee	Biology/Chemistry Bldg. 160B	5780	Harney
Leve, Dr. Robert	Chair, Arts & Sciences Graduate Studies Committee	East Hall 203E	5104	Leve
Mehm, Dr. John	GIPP Director of Dissertation Research	East Hall 117E	5224	Mehm
Pesola, Tina	Arts & Sciences Evaluator	Hillyer Hall 228	4135	Pesola
Viereck, Betty	GIPP Program Co-ordinator	East Hall 117G	5323	Viereck
Wahl, Dr. Otto	GIPP Director	East Hall 117H	5385	Owahl
Registrar	Student Administrative Services Center (SASC)	Computer Center 238	4999	

*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
<a href="http://www.hartford.edu/commencement/gowns.asp">http://www.hartford.edu/commencement/gowns.asp</a>			
Dissertation Binding	\$15/copy for title on spine \$25/copy for title on spine and front cover	Mortensen Library	Mortensen Library
<a href="http://library.hartford.edu/llr/services/BINDFORM.HTM">http://library.hartford.edu/llr/services/BINDFORM.HTM</a>			
Dissertation Publication	\$55	ProQuest/UMI	Mortensen Library
Dissertation Copyright (optional)	(\$65)	(add to check for abstract & microfilm)	
<a href="http://library.hartford.edu/llr/services/2007_dissertation_publishing_agreement.pdf">http://library.hartford.edu/llr/services/2007_dissertation_publishing_agreement.pdf</a>			

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