

Northwest University
College of Social and Behavioral Sciences
Doctor of Psychology in Counseling Psychology
A Guide to Dissertation
2011-2012 Academic Year

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Dissertation Course Requirements

Course List by Semester

Fall Semester	PSYC 8943	Doctoral Dissertation in Psychology I(3 Credits)
Spring Semester	PSYC 8953	Doctoral Dissertation in Psychology II.....(3 Credits)
Summer Semester	PSYC 8963	Doctoral Dissertation in Psychology III(3 Credits)
Total Credits = (9)		

Dissertation Continuation

If a student needs additional time to complete his or her dissertation after finishing the fourth year of the program, the student must register for a continuation course, PSYC 8971 Doctoral Dissertation Continuation, each semester until the dissertation has been completed. The student must complete his or her dissertation within the seven year time frame that is allotted to complete the Psy.D. program.

Course Descriptions

PSYC 8943 Doctoral Dissertation in Psychology. Selection of a desired topic related to the profession of psychology and use of quantitative or qualitative methodologies to explore the issue, collect and analyze data, and disseminate results.

PSYC 8953 Doctoral Dissertation in Psychology. A continuation of PSYC 8943

PSYC 8963 Doctoral Dissertation in Psychology. A continuation of PSYC 8953

PSYC 8971 Doctoral Dissertation in Psychology Continuation. A continuation of PSYC 8963 if more time is needed.

Dissertation Requirements

Overview

As a requirement of the Psy.D. program, each student will complete a doctoral dissertation. The doctoral dissertation is intended to provide the student with the opportunity to produce a significant piece of scholarly work that represents the culmination of both the student's acquisition of knowledge in the field of psychology as well as his or her professional development and area of specialization. As outlined in the program requirements, the dissertation will consist of an original piece of scholarly work and can be done in one of the following formats: quantitative research or qualitative research.

The dissertation is divided into five primary phases. Students must complete each phase before being allowed to advance to the next stage of the dissertation process. In the first phase, students will request to be assigned a dissertation chair and work with their chair to generate a dissertation topic. They will then select the members of their dissertation committee, which typically consists of two members and the dissertation chair. In the second phase, students prepare and submit a dissertation proposal. Third, they complete the necessary research, analysis, and writing for the dissertation. Once the dissertation is complete, during the fourth phase students will defend their work to the selected dissertation committee. Finally, in the fifth phase it is expected that students will disseminate their dissertation. Dissemination may include publication, presentation of paper at a professional conference, a formal report of results to a clinic or entity evaluated, or an approved planned speaking engagement. Successful completion of each phase requires that all necessary forms are signed by the appropriate individuals and submitted to the PsyD Program Coordinator (for all forms see the forms section). Students who have not acquired all of the required signatures or submitted their forms to the Program Coordinator, will not be allowed to proceed to the next phase.

Dissertation Proposals are generally completed, submitted, and reviewed in the Spring and Summer Terms of the third year and dissertations are generally completed, submitted, and defended during the fourth year. It is advised that dissertation dissemination is completed during the fourth year, however, upon approval it may be completed during the fifth year. A comprehensive outline of the dissertation timeline is provided below.

Dissertation Timeline

The dissertation process is time sensitive as well as primarily self-motivated. Thus, it is very important that students stay on schedule. Although adjustments may need to be made dependent upon the students' individual dissertation needs and varying research methodologies, it is essential that students adhere to the below timeline as much as possible. Failure to do so may impact students' respective degree completion plan and/or impact their internship placements.

Phase 1:

Dissertation Chair, Topic, and Committee
(Forms A, B and C in the forms section)

Spring Semester of the 3rd year

Phase 2:

Dissertation Proposal
(Forms D and E in the forms section)

Summer Semester of the 3rd year

Phase 3:

Human Subject Review Board
(Form F in the forms section)

Summer Semester of the 3rd year

Data Collection

Fall Semester of the 4th year

Data Analysis

Fall/Spring Semester of the 4th year

Writing of the Dissertation

Spring Semester of the 4th year

Initial Dissertation Manuscript

Spring Semester of the 4th year

Phase 4:

Oral Defense
(Forms G and H in the forms section)

Summer of the 4th year

Pre-Printing
(Form I in the forms section)

Summer of the 4th year

Phase 5:

Dissemination*
(Form J in the forms section)

5th year

*The student should plan to disseminate his or her dissertation via one of the approved modalities at the end of the 4th year or during the 5th year. Although it is best to have completed and defended the dissertation prior to dissemination, it is not required. All early disseminations (prior to the defense date) must be preapproved by the student's chair.

A Dissertation Checklist is included at the beginning of the forms section. This checklist outlines, in detail, the dissertation process and all forms that must be submitted.

Dissertation Chair, Topic, and Committee

Dissertation Chair

Students will be assigned Dissertation Chairs depending on the methodologies and/or topic areas they are interested in. All Dissertation Chairs must be faculty members of Northwest University's College of Social and Behavioral Sciences and hold a doctoral degree. A list of the Dissertation Chairs can be found on page 6. Once students have a Dissertation Chair they must submit Form A to the Psy.D. Program Coordinator.

Responsibilities of the Dissertation Chair

The Dissertation Chair's role and responsibility is to assist students in planning the proposal, as well as supervising the completion of the dissertation. Chairs will take part in reviewing and evaluating the proposal, and the completed project, as well as taking part in the defense. Students may request a chair, but may not always be assigned the person they request, as chair selections are based on a number of different factors.

Dissertation Topic

Once the students have a Dissertation Chair, they will work in conjunction with their Chair to generate a dissertation topic or to finalize any topic ideas they already have. Dissertation Topics should be selected based upon the students' specific area of interest in the field of professional psychology. All students must complete Dissertation Topic Form B and submit it to the Psy.D. Program Coordinator after all of the necessary signatures have been acquired. Dissertation Committees should not be selected before the Dissertation Topic has been approved by the student's Dissertation Chair and Form B has been submitted.

Dissertation Committee Members

Students will need to select an appropriate Dissertation Committee. Committees should consist of a Dissertation Chair and two additional dissertation committee members. All committee chairs and members should hold doctorate degrees and have appropriate credentials. Dissertation committee members may be selected from outside of the College of Social and Behavioral Sciences. Dissertation committee members should be selected in conversation with students' chairs. However, students are responsible for contacting potential committee members themselves. Students should not proceed with any dissertation work until both the dissertation chair and committee members have been approved by the Program Director. Once students have determined their dissertation committee members, they must remit Form C to the Psy.D. Program Coordinator.

Role and Function of Committee Members

Dissertation committees are intended to be both a source of guidance and support as well as provide oversight for the student in the dissertation process. Students should give careful attention to the selection of their dissertation committee members. Both committee chairs and committee members should be requested with consideration for both the dissertation topic as well as the respective research methodology that is used.

The role of the committee is to supervise students' progression on their dissertations. The committee shall (1) review the dissertation proposal and participate in the proposal defense, and (2) read the completed project, and participate in the final defense of the dissertation.

Dissertation Proposal

The intent of the Dissertation Proposal is to provide a comprehensive outline of the students' dissertation topic, hypotheses and method. Proposals must include full versions of chapters 1 and 2, and are expected to be 25-30 pages in length. Students must submit their proposal to their dissertation chair. Once the chair approves the proposal, students will present it to their dissertation committee during the proposal defense. At that point, the committee may request that students make changes before proceeding with their project. Students may not move forward until all committee members give final approval of the project, including approval of requested changes that students' have made. The intent of this process is to provide the dissertation committee and the Human Subjects Review Board with the appropriate information and time to suggest revisions for either the topic or the method of inquiry before the research is collected and the dissertation is completed. Students are not allowed to move forward with their projects until their proposals have been successfully defended and Form D and Form E (if applicable) has been remitted to the Psy.D. Program Coordinator.

Human Subjects Review Board

- Students must submit their dissertation proposals along with Form F to the Human Subjects Review Board (HSRB) before beginning any research. It is important that this is done in a timely manner as the HSRB may take considerable time to review proposals. The appropriate forms and procedures for HSRB submission can be found in the forms section of the Psy.D. Dissertation Handbook. **Students may not begin data collection prior to approval by the Human Subjects Review Board.**

The following are recommendations to help ensure approval:

- The research should not pose any psychological or physical risk to the participants including but not limited to: stress, excessive physical activity, threats, and/or substance use (i.e. drug/alcohol use).
- The researcher should be able to ensure the participants' confidentiality and should the individuals' participation in the study become known they must not be susceptible to legal or social risks.
- The subjects should be informed of any risks involved in the study and must be allowed to quit the study at any time without social pressure or loss of compensation of any type.
- Participants must be appropriately debriefed and provided with aftercare resources as necessary.

Dissertation Defense

Students are expected to defend their completed dissertation to their dissertation committee. They should plan to defend the dissertation in the summer of the 4th year. Students are expected to have successfully defended the dissertation before beginning the Internship in the 5th year. In some cases students will be asked to make revisions to their dissertation and conduct a second defense. It is the students' responsibility to submit Form G (announcement of the defense) prior to defense. Form H must also be submitted after completion of the defense. All forms are to be submitted to the Psy.D. Program Coordinator.

Dissertation Dissemination

Dissemination of the dissertation is required. Dissemination may include publication, presentation of paper at a professional conference, a formal report of results to a clinic or entity evaluated, or an approved planned speaking engagement. All dissemination venues must be approved by the Psy.D. Program Director. Credit will not be granted for Dissemination that has taken place without approval of the Psy.D. Program Director. To receive approval, students must fill out Form J, acquire the necessary signatures, and submit the form to the Psy.D. Program Coordinator. Students should plan to disseminate their dissertations via one of the approved modalities during the 4th year. Dissemination can take place during the 5th year and can be completed prior to defense but only by special permission.

Formatting and Guidelines

Before submitting the completed dissertation, the student must have proof read it thoroughly. Though the use of editors, peer reviewers, and faculty reviewers is not prohibited, the student is solely responsible for ensuring that his or her dissertation meets Northwest University standards.

While proof reading, the student should check that his or her dissertation:

- Is in the correct APA format and other formats required by Northwest University including:
 - Northwest University's specific formatted Title Page.
 - Headings, Font, and Spacing which meet departmental requirements.
- Has a Table of Contents with correct page numbers and Abstract.
- Has correct punctuation and grammar.
- Has all the correct references included and do not include extra references not cited in paper.

The student is welcome to hire editors, transcribers, coders, statisticians or other experts to provide feedback on his or her papers. However, these individuals must not do any substantive work on the final product (i.e. they are not to be creating the project, collecting all the data or writing the paper). The student is also responsible to pay for any help he or she receives and to referee the quality of the assistance. The final product is ultimately the student's responsibility. Dissertation Form H should be submitted with the final copy of the dissertation.

Sample of Dissertation Cover Sheet

TITLE OF YOUR DISSERTATION

By Ann Mary Smith

A dissertation to fulfill the requirements for a
DOCTOR OF PSYCHOLOGY IN COUNSELING PSYCHOLOGY
at
NORTHWEST UNIVERSITY
2010

Approval Signatures:

Dissertation Advisors (typed name & signature) Date

Committee Member (typed name & signature) Date

Committee Member (typed name & signature) Date

Dean of College of Social and Behavioral Sciences (typed name & signatures) Date

Outline of Chapters

***This is a general guide, and generally follows the form of an expanded journal article certain project types however, may necessitate the creation of a different chapter structure, at the discretion of the dissertation chair.**

CHAPTER 1

Introduction

The purpose of chapter 1 is to provide the reader with an understanding of the literature in the area of interest, as well as to delineate the rationale for the study and state the research questions/hypotheses.

Literature Review

The main body of this section should include a thorough review of the literature on the topic of interest, making sure to cover all important studies related to the variables of interest, as well as all relevant theories. This section should have numerous citations. Students should also make sure to provide important definitions in this section as appropriate.

Rationale

The literature review should culminate in the rationale/reason for the present study. Students will need to specify how their projects are both unique and important to the literature. In this section, students should also make clear what their variables are, why they were chosen and inherent limitations to their study if applicable.

Research Questions/Hypotheses

In the next section students will clearly and concisely explain the research problem. This explanation should naturally lead into the purpose of the research and the hypotheses/research questions as well as predictions that have been made.

Note: Typically chapter 1 is between 20-25 pages in length.

CHAPTER 2

Research Design and Methodology

[Research Design for Quantitative Research Methodology]

The purpose of chapter 2 is to provide an in depth description of the methodology.

Introduction

This section should begin with a few paragraphs which introduce the reader to the chapter and restate of the problem, research questions, and the hypothesis/purpose.

Participants

Students are required to describe and define the population from which the sample is being taken. In addition, Students should describe in detail the method of selection for the sample, the exact number of participants used and their demographics. They should also make clear how participants were compensated, and whether any subjects were removed from the data set and why.

Materials and Procedures

In this section, Students must adequately and fully explain the methods by which the data is being collected. The explanation of the methodology is to be extensive and thorough. In addition a separate section for EACH instrument used in the data collection process is to be included. In each instrument's section, Students should include information about scaling/scoring and assurances of validity and reliability of the instruments. The length of this section will vary depending on the number of instruments needed by the Students.

Summary

At the end of the chapter, the student should summarize all information discussed in chapter 2.

Note: Chapter 2 will vary in length depending on the number of instruments and statistical analyses used. However, it should be at least 2-4 pages in length.

[Research Design for Qualitative Research Methodology]

The purpose of chapter 2 is to provide an in depth description of the methodology. The student should work closely with his or her dissertation chair to determine the appropriate subheadings for this section (this will vary depending upon the selected strategy of inquiry). The following are subheadings which are commonly used in qualitative research.

Philosophical Worldview

Purpose Overview

Research Questions

Population and Sample

Research Design and Methodology

Data Collection Process and Procedures

Data Analysis Process and Procedures

Creditability, Validity, and Reliability

Protection of Human Subjects

Summary

At the end of the chapter, the student should summarize all information discussed in chapter 2.

CHAPTER 3

Results/Data with analyses

The purpose of this section is to describe the findings of the study. Quantitative and qualitative projects are likely to differ some in this area. For quantitative projects students should provide a clear summary of the findings, and avoid interpreting their findings in this section.

Data Analysis

This section should specify the data/statistical analyses being used. Sources should be cited.

Findings

In this section, students should provide a clear and step by step depiction of their findings. For those using quantitative analyses this section should be broken into descriptive and inferential statistics sections and should include all p values and use statistical language as appropriate. Students should use graphs and tables as necessary to help the reader. For those using qualitative approaches this section should make clear how the findings were consistent with the student's methodology. Qualitative projects may need several chapters to properly discuss the data, and thus researchers using qualitative approaches may have more than one data chapter at the direction of their Dissertation Chair.

Summary

In the last several paragraphs of this section, students should provide a brief summary of their findings.

Note: Chapter 3 will vary in length depending on the type of research done. However, it should be at least 2-4 pages in length and may be much longer.

CHAPTER 4

Discussion/Conclusions/Implications

For quantitative projects, the purpose of the discussion is to interpret the findings, integrate them into the larger literature, explore any weaknesses of the study and provide future directions for research. For qualitative projects, this final chapter will focus on conclusions and implications of the work.

Interpretation

In this section students should summarize the results in their own words and interpret them.

Integration

Students should tie their results back to the larger literature, compare and contrast them to findings of other researchers and attempt to explain any differences.

Exploration

In this section, students should critique their study and explore any weaknesses and how they could be remedied.

Future Directions/Recommendations

This section should include ideas for future research, as well as implications of the work done and practical applications/ recommendations which flow from the results.

Conclusions

The final section of the papers should summarize the study and its major conclusions.

Note: Chapter 4 is expected to be 7-12 pages in length.

FORMATING

Helpful Suggestions

1. Follow the APA Publication Manual exactly, especially in areas of dissertation, style, references, spelling out numbers, titles, and table, graph, and figure formats. Following APA format will help ensure consistency throughout your dissertation and is required.
2. Typically one shall paraphrase for the reader what was found in the literature. Be careful NOT to overuse “direct quotes.” However, when deciding to use a direct quote be sure to accurately quote and cite the author, including page numbers. Quotes should be used for emphasis only, not to communicate information.
3. One method to help keep chapter two from becoming redundant is to group many authors together when citing. For example: (Smith, 1986; John & Tout, 2005; Graham, 1997; and Doe, 1978)
4. Chapter 1 includes a review of the literature discussed in other chapters. For example: From chapter 1 one might include a review of literature discussing the background of the study. From chapter 2 there should be a review of the research design and methodology.
5. Reminder – Dissertation writing is not something that should appear to be causal in formatting, content, and discussion. It should present itself as scholarly and build on previous research. The student must be a professional and an expert.
6. The dissertation should be in PAST tense unlike the proposal which is in the future tense.
7. DO NOT PLAGIARIZE! Plagiarism is taking any ideas or words from another person and acting as if they are one’s own. Thus any time another person’s idea is used without a citation, or another person’s words are used without quotes, it is plagiarism.

ABSTRACT

Suggestions

- Should state topic.
- How data was collected.
- What the introduction reviews.
- What the study demonstrated.
- What the study concluded
- **MUST NOT EXCEED 350 WORDS!**

Dissertation Forms

All Forms and Dissertation Checklist

Doctoral Dissertation Checklist

Student Name:

Cohort:

Dissertation Committee & Topic

- Dissertation Advisor Chosen & Form A turned in
- Topic approved and Form B turned in
- Committee Members Chosen & Form C turned in

Suggested Timeline

- Spring Term 3rd year*
- Spring Term 3rd year*
- Spring Term 3rd year*

Date Completed

- _____
- _____
- _____

Proposal

- Final Pre-defense draft approved by the Chair
- Approved Pre-defense draft Submitted to Committee
- Proposal Approval Form D
- Post-Proposal Approval Form E (*if applicable*)

- Summer Term 3rd year*
- Summer Term 3rd year*
- Summer Term 3rd year*
- Summer Term 3rd year*

- _____
- _____
- _____
- _____

HSRB

- Approval (*Form F Submitted to & Approved by HSRB*)

- Summer Term 3rd year*

- _____

Data Collection

Data Analysis

Writing Dissertation

- Fall Term 4th year*
- Fall/Spring Term 4th year*
- Spring Term 4th year*

Initial Dissertation Manuscript

- Final Pre-defense Draft approved by the Chair
- Approved Pre-defense draft Submitted to Committee

- Spring Term 4th year*

- _____
- _____

Oral Defense

- Form G (Announcement of Defense) turned in
- Form H (Results of Committee's Review) turned in
- Approval

- Summer Term 4th year*

- _____
- _____
- _____

Pre-Printing

- Form I (Pre-Printing Checklist) turned in
- Dissertation Submitted to Library.

- Summer Term 4th year*

- _____
- _____

Dissemination

- Form J (Dissemination of Dissertation Approval)

- 5th year*

- _____

Dissertation Completed

Student Signature

Date

Chair Signature

Date

College of Social and Behavioral Sciences
Doctor of Psychology in Counseling Psychology Program
Form A: Doctoral Dissertation Chair Proposal

Student name: _____

Current address: _____

Student ID: _____ Email: _____

Cell phone: (_____) _____ - _____ Home phone: (_____) _____ - _____

Method type: Quantitative _____ Qualitative _____

Working title of dissertation: _____

\
APPROVALS:

Requested Chair *: _____ Date: _____

*Dissertation Chairs must be selected from the list of approved Chairs on page. 6.

Notes: _____

Assigned Chair _____ Date: _____

Signatures:

Student: _____ Date: _____

Program Director: _____ Date: _____

Dissertation Chair: _____ Date: _____



College of Social & Behavioral Sciences

College of Social and Behavioral Sciences
Doctor of Psychology in Counseling Psychology Program
Form B: Doctoral Dissertation Topic Approval Form

Student name: _____

Current address: _____

Student ID: _____ Email: _____

Cell phone: (_____) _____ - _____ Home phone: (_____) _____ - _____

Working title of dissertation: _____

Approval Signatures:

Dissertation Chair : _____ Date: _____

PsyD Program Director: _____ Date: _____

Conditions of Approval (if any) : _____



College of Social & Behavioral Sciences

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College of Social and Behavioral Sciences
Doctor of Psychology in Counseling Psychology Program
Form C: Doctoral Dissertation Committee Member Proposal

Student name: _____

Current address: _____

Student ID: _____ Email: _____

Cell phone: (_____) _____ - _____ Home phone: (_____) _____ - _____

Working title of dissertation: _____

Proposed Committee Members

Committee Member:

Name: _____ Date: _____

Signature: _____

Committee Member:

Name: _____ Date: _____

Signature: _____

Approval Signatures

Program Director Date

Dissertation Chair Date



College of Social & Behavioral Sciences

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College of Social and Behavioral Sciences
Doctor of Psychology in Counseling Psychology Program
Form D: Doctoral Dissertation Proposal Cover Sheet

Student name: _____

Current address: _____

Student ID: _____ Email: _____

Cell phone: (_____) _____ - _____ Home phone: (_____) _____ - _____

Working title of dissertation: _____

APPROVALS:

Pass _____

Pass with changes _____

Resubmit _____

Dissertation Chair: _____ Date: _____

Signature

Committee Member: _____ Date: _____

Signature

Committee Member: _____ Date: _____

Signature

Notes: _____

* If committee chooses to have student make changes before progressing, please complete form I as well.

Student: _____ Date: _____



College of Social & Behavioral Sciences

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College of Social and Behavioral Sciences
Doctor of Psychology in Counseling Psychology Program
Form E: Doctoral Dissertation Post-proposal Approval Form

Student name: _____ Defense Date: _____

This form should be filled out if proposal approval is contingent on changes being made.

I) Final committee decision.

- _____ approve
- _____ approve with changes
- _____ resubmit

Notes: _____

II) If changes are required for approval. Please list changes below. An additional page may be used if necessary.

- A) _____
- B) _____
- C) _____
- D) _____
- E) _____

III) Student must indicate how he/she has addressed these changes. An additional page or pages may be attached.

- A) _____
- B) _____
- C) _____
- D) _____

IV) Committee approval of changes.

Dissertation Advisor : _____ Date: _____
Signature

Committee Member: _____ Date: _____
Signature

Committee Member: _____ Date: _____
Signature



College of Social & Behavioral Sciences

Northwest University

Form F: Human Subjects Review Application

Also available online on the Provost's website at

<http://eagle.northwestu.edu/academics/office-of-the-provost/human-subjects-review-board/>

Please submit to Kevin Leach (office #234 in Barton building).

Name: _____

Telephone #: _____

Address: _____

Email: _____

Department: _____

Rank (undergraduate, graduate student, faculty): _____

-if a student, who is the faculty member supervising this project: _____

Length of project: start date _____ (but not before approval is obtained)

end date: _____

Section I: Please circle the correct response.

- 1) Will participants be identifiable to anyone other than the researchers (i.e. will records be available to anyone outside the project)?

Yes No

If yes, who _____.

- 2) If responses became known beyond the research project, could participants be at risk of criminal or civil liability, damage to employment, financial loss or undue embarrassment?

Yes No

- 3) Are sensitive areas (illegal behavior, drug/alcohol use, sexual conduct) dealt with in this project?
Yes No

- 4) Does this research use existing data sources which are not publicly available (documents, records, specimens etc.)?
Yes No

If yes, which records _____

Does the experimenter have official authorization to use these records _____.

(include a copy of the authorization)

- 5) Will subjects be video taped? Yes No
Will subjects be audio taped? Yes No

- 6) Does this project involve any kind of deception (i.e. subjects are unaware of the true purpose of the experiment, or other important details of the procedure)?
Yes No

If yes, answer questions in section IV.

- 7) Are children under 18 years old participating in your project?
Yes No

If yes, answer questions in section V.

- 8) Does the research involve participants who are not mentally, physically, and emotionally healthy adults?
Yes No

If yes, answer questions in section V.

- 9) Does your project involve any medical or dietary procedures?
Yes No

If yes, answer question in section VI.

Section II:

Write a summary of your proposed project, including the purpose and procedures which will be used. Consent forms, questionnaires etc. must be included with your application. Use additional pages as necessary.

Section III:

Please answer each of the following questions. If needed you may use additional paper.

1) Subjects

a) Describe the characteristics of your population and how you will select your subjects. Make sure to include the sample size, age, gender, health, and other important characteristics. If you are using a special population (children, developmentally disabled persons etc.) please describe your rationale for using this population.

b) Will the participants be initially contacted by a person other than the experimenter? If you are using clients of another professional, the initial contact with them **MUST** be made by that professional so as to protect the confidentiality of the clients.

2) Risks

a) What risks may the participant be exposed to by participating? This includes any physical, psychological or social risks the participants may experience beyond the normal risks of everyday life. *All risks must be stated clearly in the consent form.*

b) What procedures will be used to protect participants from these risks as well as to safeguard their welfare, and privacy?

c) Are participants being compensated in any way for their participation? Please describe in detail.

Note: if participation is a class requirement, an alternative class requirement must also be available for those who choose not to participate. Likewise, for a multi-phase project, compensation should be administered after each phase.

d) Did you consider alternative procedures in creating your study which might lessen the risk to the participants?

e) What benefits will participants gain from this project?

3) Records

a) Where will signed consent forms be kept? This must be an office on campus.

b) How do you intend to use the data (i.e. present at a conference, use to publish a paper, complete a class project etc.)?

c) Does this project involve reading participants' personal files?

If yes.....

Where are the files kept?

Who will obtain this information?

Do you have permission to obtain these files? (include copy of permission)

Are the participants (or their legal guardians) aware that their files will be read?

If no, please explain.

d) Does this project involve any formal testing?

If yes...

Will participants be given their test results?

If so, please describe the qualifications of the individuals interpreting the results.

5) What alternative procedures have been considered that would limit or eliminate the deception?

6) As deception precludes true consent by participants before participation, debriefing must be used. (include a copy of the debriefing statement).

a) How will participants be debriefed?

b) Who will perform the debriefing?

c) Will the debriefing be immediate or delayed?

-if delayed

Why is the delay necessary?

When will debriefing occur?

d) Will debriefing be full or partial?

-if partial...

What aspects are being omitted?

Why are these aspects being omitted?

Would the participant be harmed by a full debriefing?

e) Is the participant free to withdraw his or her data from the study after being debriefed?

7) Does the presence of deception increase the risk of harm to the participant?

Section V: special populations

1) Does this project involve using a special population? (if no, skip to section VI).

2) Which special population are you testing (indicate if more than one).

Children (under 18)_____ age:_____

Developmentally disabled_____

Physically challenged_____

Pregnant women_____

Elderly_____

Mentally disturbed_____

Prisoners_____

Other_____

3) Why is this special population necessary for your study?

4) If you are using children under 18, or those who are not competent adults, explain how you will get parental/guardian consent to participate in this study?

5) How have you attempted to reduce any risk to the special population you are working with?

Section VI: medical procedures

1) Are medical or dietary procedures of any type being used? If no, skip this section.

2) What type of procedure?

Drug administration_____

Nutritional supplement administration_____

Drawing blood_____

Taking tissue samples_____

Taking urine samples_____

Giving injections_____

Other_____

3) Describe the qualifications of the person administering the medical procedure.

4) How has any possible risk to the participant been reduced?

I certify that the above information is true and that I will follow the research procedures and method for obtaining consent as approved by the Human Subjects Review Board during the duration of this study. I will also submit any further changes to the Board for review.

Principal Investigator

Date

Dissertation Chair

Date

College of Social and Behavioral Sciences
Doctor of Psychology in Counseling Psychology Program
Form G: Announcement of Dissertation Defense

Student name: _____

Current address: _____

Student ID: _____ Email: _____

Cell phone: (_____) _____ - _____ Home phone: (_____) _____ - _____

Title of dissertation: _____

Dissertation will be presented at a scheduled meeting on:

Date: _____ Time: _____

Location: _____

The dissertation research has been approved and supervised by:

Signature of Dissertation Chair

Signature of Program Director

College of Social and Behavioral Sciences
Doctor of Psychology in Counseling Psychology Program
Form H: Results of Dissertation Committee's Review of the Dissertation

Student name: _____

Current address: _____

Student ID: _____ Email: _____

Cell phone: (_____) _____ - _____ Home phone: (_____) _____ - _____

Title of dissertation: _____

Approval Signatures:

Dissertation Advisor: _____ Date: _____
Completed:

Committee Member _____ Date: _____
Completed:

Committee Member: _____ Date: _____
Completed:

Comments/Corrections:

Northwest
UNIVERSITY

College of Social & Behavioral Sciences

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**Doctor of Psychology in Counseling Psychology Program
Form I: Pre-Printing Doctoral Dissertation Checklist**

Name of Student: _____

Title of Dissertation: _____

Please initial and/or check that you have completed each item.

I, the student, verify that I have checked the page numbers on all the pages. Initials: _____

I have read the final draft to assure the content is correct. Initials: _____

I have proofread every page to eliminate spelling, typing, and grammatical errors. Initials: _____

I have examined every page to assure proper format has been followed. Initials: _____

- ___ 1. Five signed title pages in correct format and content.
- ___ 2. Correct paper quality (20 lbs.).
- ___ 3. Correct quality type and/or duplication.
- ___ 4. Correct margins (1-1/2" left, 1" top, right, and bottom).
- ___ 5. Correct indentations (1/2" for paragraphs, 1/2" for set-off quotes).
- ___ 6. No format errors affecting the content.

Dissertation:
___ 3 sets
___ Pages checked
___ Format checked

Title Pages:
___ 5 copies
___ All signed by
Committee Members

Fees:
___ \$100.00 NU Fee

I certify that everything specified on this page is done and is correct in regard to the dissertation.

Student Signature: _____ Date: _____



College of Social & Behavioral Sciences

College of Social and Behavioral Sciences
Doctor of Psychology in Counseling Psychology Program
Form J: Pre-Printing Doctoral Dissertation Checklist

Student name: _____

Title of dissertation: _____

Cell phone: (_____) _____ - _____ Home phone: (_____) _____ - _____

Current address: _____

Dissemination Location/Method:

Dissemination Date: _____

Approval Signatures:

Dissertation Advisor Date

PsyD Program Director Date



College of Social & Behavioral Sciences

