School Psychology PsyD Program

DOCTORAL PROJECT MANUAL

June 2015

THE ELECTRONIC MANUAL

This manual has been designed to be viewed and used online.

The manual contains references to documents that are included in the appendix and available in the "DP Documents Folder" on the School Psychology PsyD Program Page on MyCampus. Please report all questions and concerns to craig_murphy@williamjames.edu.

The manual is updated regularly. You will be notified by email when substantial modifications occur. To avoid confusion due to revisions, you are advised NOT to print a copy of this manual. Please refer to the online copy when necessary.

Forms included in this manual undergo periodic revision. It is suggested that you print out the forms only when needed. If you do print out forms in advance of use, be sure to check MyCampus for the latest revision before submitting any form.

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1 THE DOCTORAL PROJECT MANUAL

1.1 Goal of the Doctoral Project (DP)

The DP is an integral part of the William James College School Psychology PsyD Program. The DP process promotes the development of previously established research competencies, as well as the integration of coursework and practice applications. It also provides an opportunity to connect the student's professional development with the larger school psychology community.

The basic expectation for the doctoral project is that it constitutes a substantial body of work that makes a unique contribution to the evidence-based practice of school psychology. With guidance from a faculty chairperson and invited committee members, students conduct a thorough literature review; formulate and implement an ethically and methodologically sound research design; and analyze, interpret, and report findings, conclusions, and implications for practice.

1.2 Brief Overview of the DP Process

The DP process is well defined and students will receive substantial support from faculty throughout their projects. There are also numerous resources and supports available to PsyD students who are actively working on their projects (see chapter 9). In addition, the courses associated with the DP process are designed to meet the needs of our students. Although students will begin the course sequence (see chapter 2) at different points in the program based on their course load and other program requirements, most will begin with DPI in the spring of their second or third year in the program. They will work collaboratively with their instructors and classmates to complete their DP prospectus (see chapter 3) and begin the formation of the DP committee (see chapter 4).

The DP committee will guide and support students for the remainder of the DP process. Specifically, the DP committee will help students prepare for IRB submission (see chapter 5), oversee the implementation of the project itself, and ultimately ensure that the DP manuscript is written in accordance with APA format (see chapter 8). Finally, students completing their DP will coordinate and celebrate with their DP committee to make sure they have completed all of the required steps in the process (see chapter 9).

It is important to note that students may collaborate on a common project, with each student taking on distinctly identifiable parts and writing their own separate doctoral projects. In addition, students are welcome to collaborate with a faculty member or other researcher, once again taking on a distinctly identifiable part and writing a separate doctoral project. The principal investigator may serve on the doctoral committee, and their multiple roles should be discussed and clarified in advance. Throughout the DP process, students maintain a running record of their accomplishments and DP updates on the **Doctoral Project Progress Form (Appendix A)**. This form is explained in greater detail in section 9.1 of this manual.

2 COURSE REQUIREMENTS

There are currently five courses associated with the DP process in the School Psychology PsyD program (see Table 1). All students will take the courses in the prescribed sequence as delineated below:

Table 1 DP Course Sequence

COURSE INFORMATION	DESCRIPTION
PR 825 **Doctoral Project I: Orientation** **1 Credit**	• Students will typically enroll in DPI during the first summer session of their second or third year. • DPI provides support and information to students as they begin to explore topics and methodologies for their project. • Students will complete the CITI training as part of DP-I, a program of training regarding the ethical practices in human subjects research. • Students learn the specific requirements for completion of the doctoral project as described in the DM Manual. • **Expected progress** for DPI is for students to identify one or more potential topic areas for their DP. • **Accelerated progress** for DPI is for students to begin work on their prospectus.
PR 826 **Doctoral Project II: Advanced Research and Methods** **3 Credits**	• Students will typically enroll in DPII during the summer semester immediately following their completion of PR825. • Students enhance their research skills. • DPII provides guidance to the student in laying the foundation for and initiating their doctoral project. • **Expected progress** for DPII is for students to complete a draft of their DP Prospectus. • **Accelerated progress** for DPII is for students to receive instructor(s) approval for their DP Prospectus and to secure a committee chair.
PR 827 **Doctoral Project III: Project Design and Development** **1 Credit**	• Students will typically enroll in DP-III during the Fall semester of their third year. • Students will continue working with course instructor(s) to finalize their DP Prospectus if they have not already done so in PR 826. • Students will secure a DP Chair and begin forming their DP Committee. • **Expected progress** for DPIII is for students to form their DP Committees and begin work on their DP proposal. • **Accelerated progress** for DPIII is for students to complete their DP Proposal and receive committee approval.

PR 925 **Doctoral Project IV:** **Individual Mentorship** **2 Credits**	• Following the date on which the DP Chair approves the proposal for distribution, that student is required to enroll in DPIV during the next fall or spring semester. • Students work independently and maintain regular communication with the committee chair and committee members. • A grade of NP (No Credit Passing) will appear on the students' transcript for DP IV until all requirements for the DP have been completed. • **Expected progress** for DPIV is for students to complete their proposal and submit their project to the Office of Research for IRB approval. • **Accelerated progress** for DPIV is for students to complete their final Doctoral Project and receive committee approval.
PR 950/951 **Continuing Doctoral Project** **O Credits** (Tuition charged at 3 credits)	• If students require additional time to complete their doctoral project, they must register for Continuing Project each semester until completion. • Students registering for PR950 must document their DP work and maintain regular contact with their committee throughout the semester; a commitment of 20 hours/week is expected. • Unlike PR950, PR951 does not have a 20 hour/week contractual requirement. Students registering for PR951 only do not qualify for half-time enrollment and continued eligibility for Federal Title IV financial aid.

In the event that a student who, two years after taking PR 826, has met all program coursework requirements except PR 925 and is not yet eligible to register for PR 925, the student must register for PR 950 each Fall and Spring semester until eligible to register for PR 925. This enables the student to be continuously enrolled so as to have access to faculty members and to school resources.

3 DP STAGES

Each student's DP will go through four distinct stages: Topic Area, Prospectus, Proposal, and Final DP. These stages parallel specific assignments associated with the DP courses, as discussed in chapter 2 of this manual. The following provides descriptions for each of these stages.

3.1 Topic Area

The initial step is to identify a subject matter of interest relevant to the application of psychological knowledge in the practice of school psychology. Students are required to identify 2-3 potential topic areas for classroom discussion during the first week of DPI – Orientation (PR 825). It is important to note that student's topic areas may evolve and/or change throughout the DP course sequence.

3.2 Prospectus

The prospectus starts with a brief overview of the topic area and general research questions. This typically includes a problem statement that provides a meaningful context for the proposed study and the professional relevance to the students. The overview is followed by an explanation and/or description of the relevance and importance of this question to the field of school psychology. In this section, students often reflect on personal and professional experiences that are relevant to the topic areas being explored. The general areas of literature review and references follow, but a comprehensive and integrated summary is not expected at this stage of the project. Finally, a proposed time-table for the completion of the project is also included in the prospectus. The length of the prospectus will vary, but is often four to six pages. Most students will develop a DP prospectus as part of their coursework during either Doctoral Project I (PR 825) or Doctoral Project II (PR 825). The **DP Prospectus Rubric (Appendix B)** will be shared with students when they receive feedback on their first draft of the prospectus.

Lastly, the DP prospectus is an important part of the committee formation step. Specifically, when students are contacting faculty members or professionals in the field to consider joining their DP Committee, they are required to share their prospectus so individuals can make informed decisions about joining a committee.

3.3 Proposal

The proposal consists of the title page and first three chapters of the doctoral project: Introduction, Literature Review, and Method. The proposal articulates the research question, critically analyzes the relevant professional literature, and describes the method for studying the research question. Initially, students are required to work collaboratively with their DP Chair on the proposal, as the Chair determines when the proposal is ready to be distributed to the other committee members. Specifically, the Chair is responsible for determining that the proposal contains all required components in acceptable form, but stops short of attempting to resolve concerns related to design or content, as these issues fall under the purview of the committee as a whole.

The DP Proposal requires approval by all members of the student's DP Committee, as indicated by their signatures on the **Doctoral Project Proposal Acceptance Form** (**Appendix C**). The accepted DP proposal functions as a contract between the student's DP Committee and the student. No substantial changes can be made except by agreement of all parties concerned. The student's DP Committee is not obligated to accept any work done prior to their approval of the DP proposal. If one committee member does not approve the proposal, there should be deliberate attempts to resolve the difficulty. If it cannot be resolved, and this leads to the replacement of the dissatisfied committee member, the new member must be apprised of the difficulty in as much detail as possible. The Chair will be responsible for documenting this process (additional information is provided in chapter 4 of this manual). Once the proposal has been approved and the DP Proposal Acceptance Form has been completed, students should submit their project to the Institutional Review Board (see chapter 5 for additional information regarding the IRB process).

3.4 Final Doctoral Project

Most doctoral projects will follow the five chapter APA format of Introduction, Literature Review, Methods, Results and Discussion. Demonstration projects may involve an additional, non-written product such as a film or an audio-video recording. In addition to the five core chapters of the DP, a completed copy will also include the appropriate front (e.g. abstract and title page) and back matter (e.g. appendix and references); chapter 7 (preparing the manuscript) provides additional information for students to ensure the final document is complete and prepared for submission and publication.

Once the DP is completed and approved, the student is required to submit a final draft of their complete DP and the **Doctoral Project Approval Form (Appendix D)** with all of the required signatures to the Administrative Assistant to the School Psychology Department and to the college's Librarian, Matthew Kramer. Students are encouraged to call (617.327.6777 x1220) or email Matt Kramer (matt_kramer@williamjames.edu) to schedule an appointment to discuss publication options.

4 DP COMMITTEE

Once a student's prospectus has been approved by a Doctoral Project course instructor, the instructor will notify the student via email and copy the Administrative Assistant to the School Psychology Department that the prospectus has been approved. At this point, the student is encouraged to secure committee members in accordance with the following information.

4.1 DP Committee Membership and Participation

The DP Committee consists of three members (see Table 2 for definitions of each DP Committee member). The DP Committee Chair has decision-making power in approving the second and third members of the DP Committee. Aside from faculty interest, expertise and availability, the student should consider how this group will function together as a committee.

The Doctoral Project Committee serves as a resource to the student in formulating, planning and carrying out the DP. One crucial function of the DP Committee is helping the student gauge the scope of the DP so that it can be completed within a reasonable amount of time. While each student has different needs for meeting frequency and content, a certain frequency of full committee meetings is usually needed to provide support and continuity and avoid mixed messages from different committee members. At a minimum, committees should meet once during the process of generating and approving the proposal and at least once during the completion of the project. Additional meetings can be suggested by the student or members of the committee, but the student and the DP Chairperson are responsible for seeing that meetings are held at appropriate intervals that maintain progress towards completion of the DP in the agreed upon time frame.

The student **must** review the proposed choice of committee members with the DP Chairperson BEFORE contacting those individuals. In addition, the student must distribute a copy of their approved prospectus to prospective committee members prior to meeting with them to discuss joining their committee. The student uses the **Doctoral Project Committee Membership Agreement Form (Appendix E)** to document the formation of their committee. This form is submitted to the Administrative Assistant to the School Psychology Department .

4.2 DP Committee Roles

The DP Committee Chair and DP Committee members have different responsibilities. In addition to the DP Chair's decision-making and evaluative functions as described above, the DP Chair has primary responsibility for the following tasks:

a) Approves of second and third members of the committee
b) Serves as initial gatekeeper prior to full committee review of proposal. This includes ensuring compliance with departmental and institutional guidelines, acceptable organization, editing, and overall style of first draft.
c) Serves as the Principal Investigator (PI) and IRB liaison;
d) Monitors the student's ongoing progress through regular meetings, email or phone contact;

e) Helps the student remain aware of time guidelines and of deadlines and procedures;
f) Reads final revisions of chapters after input is received from all members to make sure agreed-upon changes have been incorporated;
g) Provides substantive feedback at all stages of the DP;
h) Verifies credit for DP courses (i.e. PR925 and PR950);
i) Attends all committee meetings and
j) Moderates the colloquium.

The second and third members of the doctoral committee both share the following responsibilities:
a) Ensure quality and standards for the student's DP;
b) Provide substantive feedback on all DP drafts;
c) May serve as a content or methodology expert;
d) Has the authority to accept and/or reject changes to the student's DP;
e) Attend and participate in the student's colloquium.

The third committee member's responsibilities may be negotiated by the Committee Chair. Specifically, their participation in committee meetings should be considered more flexible (e.g. as negotiated by the committee chair).

It is expected that all DP committee members will serve through the conclusion of the doctoral project. A **"Letter to Committee Members" (Appendix F)** should be distributed to prospective committee chairs and second committee members to assist in orienting them to the DP process at William James College. In addition, given the unique role of the discussant and the likelihood that individuals outside of the college may serve as the discussant, a **"Letter to Discussant" (Appendix G)** is provided in the appendix and should be shared with individuals who are considering accepting the discussant role.

Table 2: Criteria for Doctoral Project Committee Members

| DP Committee Chair | 1 - Core faculty of the college's School PsyD Program, subject to availability (per faculty contract) |
| | 2 - C.I.T.I. human subjects protections course certification must be current and requires renewal every three years (effective September 1, 2012). If their certification has expired, they will be required to complete a brief refresher course. |

| DP Second Committee Member | 1 – Doctoral level core or teaching faculty from any of the college's academic departments, subject to availability and department head approval |
| | 2 - C.I.T.I. human subjects protections course certification must be current and requires renewal every three years (effective September 1, 2012). If their certification has expired, they will be required to complete a brief refresher course (exceptions for equivalent certification will be considered, with IRB approval) |

	3 - Participates in DP Committee meetings called by the DP Chair and reviews DP drafts
DP Third Committee Member	1 - Doctoral level school psychologist from outside of the college.
	2 - A doctoral level professional in a related field (e.g., special education, psychiatry) may be considered, but must be approved by the Director of the School PsyD Program for this exception.
	3 –Has held a doctorate for five or more years.
	4 – Adjunct faculty are eligible.
	5 - Participates in DP Committee meetings called by the DP Chair and review DP drafts
	6 – The third committee member may, and typically will, function as the DP colloquium discussant. This must be made clear at the time the third member agrees to join the committee.

4.3 Change in Membership of DP Committee

Any change of membership in a student's committee must be approved by the Director of the School Psychology PsyD Program. To make this request, the student submits a **Change of Doctoral Project Committee Membership Form** (**Appendix G**) to the Director. This form includes the rationale for change in committee membership and a statement of review and support by the Committee Chair and the student's Academic Advisor.

Should students seek support to address procedural concerns related to their DP, they are advised to address their concerns to the following individuals, in this approximate order: advisor (to consult about the process), party of concern, chair, department chair, Dean of Students. In extreme cases in which concerns are not resolved, students have the recourse to the grievance process as set forth in the Institutional Policy and Procedures Manual (under "student grievances").

5 INSTITUTIONAL REVIEW BOARD (IRB)

After a student's proposal has been completed and the Doctoral Project Proposal Acceptance Form (**Appendix C**) has been signed by the student's DP Committee, the methods section and accompanying materials must be submitted to the college's IRB for administrative review using the IRB Research Protocol Review Application, which is available through the IRB website. The IRB will use the information in this application to assess whether there is compliance with ethical and professional standards in the conduct of research with human participants. The application itself may contain sufficient information for the IRB to make a determination. A written request may be made to the principle investigator (PI) and the student for additional information or clarification. Once the IRB is satisfied that the research proposal is in compliance with current ethical and professional standards, a Determination Memo will be sent to the student and the PI [for purposes of supervision, the Chairperson of the student's DP committee will serve as the PI for the project] informing him/her of this decision and include an IRB Protocol Number.

The IRB Determination Memo will inform the student of what type of review was conducted and if any modifications are needed prior to final approval. In some cases, the protocol will require revisions that need to be reviewed with the DP Chair and then resubmitted for additional IRB review. Other instances, the IRB may only require notification from the DP Chair that the requested revisions have been made.

Should the IRB require any changes to the Proposal, the student will review the changes with the DP Committee and submit a revised version of the Proposal incorporating the changes to the Library via email. Both the student and the Chair must notify the IRB that the recommended changes have been made.

All doctoral project proposals, regardless of methodology used, must be submitted for IRB review. This includes proposals for research that do not include human participants.

Sections 5.1 through 5.7 below summarize the key aspects of the IRB involvement in the Doctoral Project process.

5.1 Training in Ethical Standards of Human Subjects Research

All students, DP Chairpersons, and DP Committee Second Members are required to demonstrate satisfactory completion of a program of training regarding ethical practices in human subjects research. The Federal Government requires that institutions receiving federal funding document that all individuals involved in research with human participants have completed training in the ethical treatment of human research participants. To fulfill this requirement, William James College requires that all students and faculty complete the Collaborative Institutional Training Initiative (C.I.T.I.) Social and Behavioral Research Investigators online certification course. A list of required modules can be found on the IRB website. Successful completion of online quizzes

will automatically enter grades for students in the college's gradebook. The gradebook also will compile the grades, and will indicate successful completion of the training requirements when all required modules have been successfully completed. Follow the steps in Table 3 below to gain access to and complete the course.

Table 3: CITI Training

1	Go to http://www.citiprogram.org
2	Click on "New Users Register Here"
3	On the drop-down menu "Participating Institutions" enter "William James College"
4	Provide the information requested and record your username and password. You will need your username and password to return to the course or to access additional copies of your completion certificate in the future.
5	Under "Select Curriculum" and "Human Subjects Research" choose: "Social and behavioral research investigators". Hit "Submit"
6	Under "My Courses" select "Enter"
	Complete all required modules
	A list of required modules can be found on the IRB website.
	Complete the following elective modules, as well as any additional modules that are related to your area of interest
	#507: Research with Children – SBR
	#508: Research in Public Elementary and Secondary Schools – SBR

Completion of this training is a requirement of the DP I course. At this time, the Third DP Committee Member will not be required to demonstrate human subjects protection competency; however, Third DP Committee Members are encouraged to complete the on-line training course listed above.

A CITI training certificate must be renewed every three years with the CITI refresher unit. Students in Continuing Project must be aware that CITI training done during the research sequence may need to be renewed before or during the duration of the Doctoral Project. The refresher course will recertify the student for an additional three years.

5.2 Proposed Modifications to Approved Protocol

Changes in a previously IRB approved DP Proposal must be reviewed by the IRB prior to the student proceeding with implementation. Changes which require approval include, but are not limited to criteria for participation, procedures and measurement tools. Revisions should be sent to IRB@williamjames.edu with a cover letter outlining the desired changes to be made with the proposed revised materials attached. Prior to IRB review, the DP Chair must send an email to the IRB stating that he/she has reviewed the revisions and approves. Without the cover letter, revised materials and written DP approval, the IRB will not review modified materials. The exception, however, will be immediate changes that may be required to protect the health and well-being of the research participant due to an unanticipated problem, or an adverse event.

Following such an event, the investigator must make a report to the IRB, and all research activities must cease pending IRB investigation and review. Please see the policies and procedures relating to "Adverse Events, Serious Adverse Events, and Unanticipated Problems" in the IRB Procedures Manual and on the IRB website.

5.3 Ongoing Monitoring

Once a research protocol has been approved, that approval is granted for a period of no more than one year; for protocols that may entail greater risk of harm, a shorter approval period may be granted. In the event that a research project has not been completed within the approval period, the student must apply to the IRB for an extension of the approval before continuing with any research activities. An extension can be requested using the Continuing Review Application form (IRB website). Two to three weeks prior to the expiration of the student's protocol, the Human Subjects Protections Administrator will contact the student to inquire as to the status of their protocol. Should the student need to continue their research, they are required to file this form two weeks prior to the protocol expiration date.

5.4 Adverse Events

All Adverse Events and Unanticipated Consequences must be reported to the IRB using the Adverse Event Reporting Form as soon as possible after they occur and before the research protocol is used again. All research must cease until an investigation has been completed and approval to proceed has been granted by the IRB. The IRB will work with the researcher to determine the best course of action to take and will determine whether or not the protocol should be discontinued and/or modified before further use.

5.5 Record Keeping

Regardless of whether or not a review board external to William James College is involved in the DP, the college's IRB will be the ethics review committee of record for the student research. The IRB will maintain a database of all IRB Approvals and expiration dates. Each investigator has the responsibility of maintaining their raw data for a period of at least five years. Should a breach of confidentiality place the participant at risk, the raw data must be maintained securely (password protected and encrypted). This risk is outlined in the Code of Federal Regulations 45CFR§46.101(b)(2):

>   (2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless:
>   (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and
>   (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

However, if the risk is greater, the IRB may waive or modify the data retention/maintenance policy in the interest of human subject protections. For example, the researcher may be asked to maintain de-identified (sanitized) data records, records from which any personally identifiable information has been removed or redacted. This information, when sanitized, can be kept indefinitely. Any data that can be linked to individual respondents should be destroyed after a period of five years.

6 DOCTORAL PROJECT MODELS

The Doctoral Project is a culminating component of the academic program. Doctoral project work promotes the integration, expansion and consolidation of previously established research and/or investigation competencies. Acceptable types of projects include:

1. Intervention Project
2. Program Evaluation
3. Demonstration Project (program, service development)
4. Survey Project
5. Measure, Test, Product Development Project
6. Meta-Analysis
7. Investigation of a Phenomenon or Problem

Please consult Mertens (2010) for additional information pertaining to study design types. Qualitative research designs are accepted; Quantitative and mixed-method designs are encouraged. Students are cautioned with regard to survey only research meeting the standard of a "substantial study."

Mertens, D.M. (2010). *Research and evaluation in education and psychology, 3rd ed.* Los Angeles, CA: Sage Publications.

6.1 Intervention

Intervention research is pervasive in the educational and school psychology literature. It looks to examine the effect(s) of an intervention (independent variable) on a predetermined outcome (dependent variable). Common methodologies include experimental, quasi-experimental, and single-case design research. Students looking to conduct intervention Projects should be familiar with the numerous research design options, the intricacies of internal and external validity, and the various options for data collection and analysis.

6.2 Program Evaluation

Program evaluation is often used in educational and psychological research. It is a systematic method for collecting, analyzing, and interpreting data in order to evaluate the effectiveness of a project, policy, or program. Quantitative and qualitative research methods can be included in program evaluations.

6.3 Demonstration

In a demonstration project, the goal is to formulate a practical application (e.g., training manual, product, manualized intervention) of an existing body of psychological data and/or theory. The project is the use of sound psychological reasoning in applying existing psychological knowledge to establish the value of the project in question. While full implementation and evaluation of outcomes is not required, the project must involve a rigorous development process (e.g., content validity, pilot testing) and include a substantial evaluation component.

6.4 Survey

Surveys are often used in educational and psychological research. "Surveys can be thought of as methods used for descriptive research or data collection methods used within other research designs" (Mertens, 2010, p. 172). Survey projects can investigate attitudes, perceptions, educational practices, behaviors, experiences, and numerous other factors related to school psychology. Students looking to conduct survey projects should be familiar with design considerations, data collection choices, response rate considerations, and sampling strategies. Ample attention should also be paid to the design of the survey instrument. Survey projects will expectedly incorporate additional aspects to enhance interpretability of findings, such as interviews or pilot testing to inform survey development, or follow-up interviews to clarify or expand upon key findings.

6.5 Measure, Test, Product Development

One or more aspects of measure, test or product development may be undertaken as a doctoral project. This might include investigating the validity and/or reliability of a given measure, standardizing a measure on a given population, assessing selectivity and sensitivity of a measure, or testing predictive efficacy. Students looking to conduct development projects should be familiar with the numerous types of validity and reliability, and strategies for ensuring acceptable levels of both validity and reliability.

6.6 Meta-Analysis

Meta-analysis is the statistical treatment of data from a group of related studies for the purpose of integrating the findings. These approaches are generally centered on the relationship between one explanatory and one response variable. The meta-analysis is used to describe the strength of effect of one variable on the other. The researcher collects a population of studies that have investigated the relationship, codes the studies, and computes statistical effect sizes. The distribution of effect sizes is examined as is the impact of moderating variables. Students looking to conduct meta-analytic projects should have familiarity with the statistical procedures necessary to conduct such a study.

6.7 Investigation of Phenomenon or Problem

A systematic investigation of a phenomenon or problem may also be undertaken as a doctoral project. This type of project would allow the student to examine a specific issue within the field of school psychology and contribute to the respective body of literature. For example, a student may be interested in the impact of a particular disability or stressor on social behavior and relationships. Like many topics within the field of school psychology, these phenomenon or problems can be investigated through many different methodologies.

7 PREPARING THE MANUSCRIPT

This chapter is divided into two sections. The first section describes the five chapter model that will be used by a majority of students completing their DP in the School Psychology PsyD program. The second section reviews important reminders regarding APA style, formatting issues, and relevant front and back matter for the DP. It will be important for the student to adhere closely to APA style, as specified in the APA *Publication Manual* and the APA website www.apastyle.org. This publication is the source of manuscript preparation standards established and adhered to by William James College.

7.1 Core Components of a DP – Five Chapter Structure

The majority of Doctoral Projects in the School Psychology PsyD program will consist of five chapters: Introduction, Literature Review, Methods, Results, and Discussion. Gay, Mills, & Airasian (2012), the required text for RS 555 (Research Methods), provide guidelines for students regarding expectations for content and structure for each of the five chapters. The following provides a brief review of these expectations for the five chapters.

7.1.1 Introduction

The introduction provides the student with an opportunity to explain the professional and personal relevance of the project. Typically the shortest section of the DP, the introduction establishes the context for the project by discussing related research and/or educational policies/practices. Since a comprehensive literature review follows in chapter two, references to the literature should be brief in the first chapter. Finally, the first chapter typically ends with a clear statement of the problem being researched.

7.1.2 Literature Review

The literature review is often the longest of the five chapters and provides the context within which the doctoral project resides. It is essential that the literature review is comprehensive and well organized, with relevant articles flowing logically from least related to the problem to most related to the problem. Students should integrate the findings across multiple authors and sources to ensure that chapter two does not read like a series of abstracts. Finally, the literature review should conclude with a summary and interpretation of the literature, implications for the proposed study, and clearly stated research questions.

7.1.3 Methods

The Methods chapter should provide a blueprint for the DP, which would enable other researchers to replicate the study if they desired to do so in the future. Specifically, chapter three typically consists of the following subheadings: participants, instrumentation, design and procedures, and data analysis; additional subheadings may be necessary based on the type of research being conducted.

7.1.4 Results

Chapter four presents the results that were obtained by the researcher and should

directly reflect the proposed analyses from chapter three. Students should make sure that their results are described clearly and supplemented by well-organized and easily understood tables/graphs. When students use parametric tests, they should be sure to include evidence that the assumptions for parametric tests were not violated. Students should also be clear about how they ensured treatment and intervention integrity when relevant. Lastly, for qualitative research projects, students must explain the inductive logic used to produce the data collected for the project.

7.1.5   Discussion
Lastly, chapter five should include a discussion about the relationship between the research hypotheses and the obtained results from the study. The results should also be discussed and compared to previous results obtained by other researchers from similar studies; these studies should be included in the literature review. Finally, the discussion should conclude with explanations for limitations of the study and implications for future research.

In addition to guidelines for each of the five chapters as summarized above, Gay, Mills, & Airasian (2012) also provide "Type-Specific Evaluation Criteria" (p. 558) that students may find helpful. Specifically, each of these sections includes questions that will help students evaluate their own research based on their specific research type (e.g. survey, correlational, and causal-comparative research designs).

7.2 Manuscript Specifications
The formatting requirements below must be followed even though printed copies are not submitted to the library.

Double-space all textual material and all preliminary pages. Footnotes and long quotations may be single-spaced. The left margin is 1½ inches and the top, bottom, and right margins are 1 inch each. These margins should be adhered to at all times. Page numbers are placed inside the boundaries of these margins. If a chart or graph or table of figures runs over the top and bottom margins, it must be reset to fit within marginal space.

7.2.2 Charts, Graphs, Tables
Tables and figures allow authors to display a large amount of information efficiently and make it easier to understand the information. Tables show numerical values or textual information, usually in a row and column structure. Figures can be a chart, graph, drawing, or other type of illustration. All tables and figures should be numbered and given a title (see Section 5.05 APA Publication Manual, 6th edition, p. 127).

The layout and format of a table should follow the standards outlined in the APA Publication Manual 6th Edition. See the following sections of the APA Publication Manual for further information: Section 5.08 (p. 128-129) for the components and layout

of a table; Section 5.10 (p. 130) for the relationship between tables and the text; Sections 5.12 and 5.13 (pp. 133-137); Section 5.14 (p. 137) on Table Body, Section 5.17 (p. 141) on ruling in tables; Section 5.18 (pp. 141-149) for examples of types of tables using both numbers and word tables; and Section 5.19 (p. 150) for the Table Checklist to ensure the tables in your project conform to the APA style rules.

Although types of figures can vary widely (including graphs, charts, maps, drawings, photographs etc.) they all should assist in the communication of information by focusing on essential facts. Figures should be easy to read and understand. Elements within the figure should be labeled and explained (e.g., axes should be labeled and units of measure described). See the following sections of the APA Publication Manual for further information: Section 5.22 (p. 152) for standards for figures; Section 5.23 (p. 158) for guidance on figure legends and captions; Sections 5.24 and 5.25 (p. 161) for information on preparing figures, and Section 5.30 (p. 167) for the Figure Checklist to ensure the figures in your project conform to the APA style rules.

Illustrative material drawn in dark, opaque ink will microfilm satisfactorily, but, since microfilming is a black and white photographic process, colors will appear only as shades of gray. Therefore, lines on a graph should be identified by labels or symbols rather than color, and shaded areas will have better contrast if crosshatching is used instead of color.

Students should include a Table of Contents (TOC) for their DP. It is highly recommended that students format the TOC at the beginning of their project. Although specific directions can be found from the "Help" menu on Microsoft Word, students simply need to click on the "References" tab at the top of a Word document and click on the "Table of Contents" button on the far left to add the TOC to their document.

7.2.3 Photographs/Digital Elements
When used, photographs should be clear black-and-white prints, with strong contrasts ranging from black to white. Color photos should not be used. If your Doctoral Project includes any digital content (images, still or moving, web pages, etc.) you must contact the librarian prior to submitting your project to discuss the format used to create and store this content.

7.2.4 Pagination
Each page should be assigned a number, with the preliminary pages (i.e. copyright, readers' approval, etc.), using lowercase Roman numerals (i, ii, iii, etc.). The title page, on which no number appears, is counted as #i. If used, the notice of copyright is counted as #ii, though this also does not appear on the page. If a copyright notice is not included (including a copyright notice is recommended but not required), count the readers' approval page as plate #ii (also unwritten).

With the text, illustrations, appendices, bibliography, use Arabic numerals. Each page must have its own number. Avoid the use of letter suffixes to insert added material (10a,

etc.). If a page is planned to introduce each section, that page must have its own number and be counted. It is suggested that all page numbers, both Roman numerals and Arabic numerals, appear on the page bottom center. If you are using a word processor, which places the numbers elsewhere, there is no problem unless the numbers appear on the left. This is not acceptable, since the numbers will be cut during the binding process. If there is more than one volume, each volume should contain a title page duplicating the title page of the first volume. If the volumes are separate entities, it would be well to identify them further as Vol. I of III, Vol. II of III, etc. In the case of several volumes of continuous material, the pagination continues from volume to volume, although each title page has its own number, which does not actually appear in print. When the appendices are in a separate volume, the bibliography should be placed at the end of Volume I. In a one-volume manuscript, these two sections always come at the end.

7.2.5 Abstract

The abstract provides a succinct account of the DP topic, research question, key themes from the literature review, method and results. An abstract cannot be any longer than 16,000 characters, because of the requirement that it become a part of University Microfilms, Inc. UMI suggests counting the number of characters -- including spaces and punctuation marks -- in a line of average length and multiplying by the number of lines. Mathematical formulas, diagrams, and other illustrative materials are never included in the abstract. See **Appendix I** for a model of formatting for the abstract.

7.2.6 Title

The DP may be a valuable resource for other scholars, but only if it can be located easily. Modern retrieval systems use the words in the title, and sometimes a few descriptive words, to locate it. It is essential that the title be a brief, meaningful description of the contents of your work.

The recommended length for a title is 10 to 12 words. Avoid words that serve no useful purpose. For example, the words "method" and "results" do not normally appear in a title, nor should it begin with redundancies such as "A Study of" or "An investigation of." Avoid oblique references, and use word substitutes for formulas, symbols, and acronyms. Avoid using abbreviations in a title.

Appropriate information for titles includes: the research question, research method/design, and characteristics of the participants. Type the title in uppercase and lowercase letters, centered between the left and right margins, and positioned in the upper half of the page. If the title is two or more lines, double-space between the lines. See **Appendix J** for an example of the title page.

7.2.7 Footnotes

Only use footnotes to provide additional content that supplements the text (to acknowledge a tangential idea or note copyright permission for reprinting a lengthy quote). See section 2.12 in the Sixth Edition of the APA Publication Manual for more

information regarding footnotes.

7.2.8 Permission to Use Previously Copyrighted Material
If you are using material copyrighted by another, either in the main body or appendices, you must obtain permission for its use, and indicate this in a footnote on the first page of the material. The use of material without permission delays the microfilming and exposes you to possible legal action by the person holding the copyright. If you are quoting several lines of a source to strengthen a point you are making, it is not necessary to write for permission. In this case, simply reference the source.

7.2.9 Preliminaries
   a) Title page (see sample in **Appendix J**)
   b) Copyright page (if applicable) as follows (at the bottom of blank page following title page): copyright by FULL NAME, year (see sample in **Appendix K**)
   c) Readers' approval page (**Appendix L**) - originals, not photocopies. Must be in black ink.
   d) Acknowledgements (if any)
   e) Abstract
   f) Preface (optional)
   g) Table of Contents
   h) List of tables (if any) with page numbers
   i) List of illustrations (if any) with page numbers

7.2.9 Reference Material
   a) References
   b) Appendices

All other formatting considerations should be addressed with the Committee chairperson and consistent with the expectations set forth in the APA Style Manual.

8 COMPLETING THE DP

Once the DP is completed and approved, there are still a few activities that students need to complete prior to graduation. Most notably, students need to complete all of the DP related paperwork; submit a final, complete copy of their DP to the library; make decisions regarding publication options; and hold their colloquium.

8.1 Final DP Paperwork

Students must submit a final copy of their completed and approved DP along with the **Doctoral Project Approval Form (Appendix D)** with all required signatures to the Administrative Assistant to the School Psychology Department and to the college's Librarian, Matthew Kramer. Students may call (617.327.6777 x1220) or email Matt Kramer (matt_kramer@williamjames.edu) to schedule an appointment to discuss publication options.

All students are required to publish their Doctoral Projects in *Dissertation Abstracts International*, a service of University Microfilms, Inc. By publishing materials in Dissertation Abstracts International, doctoral projects will be accessible to all those who are interested in that subject area and will be available for purchase through UMI. Students may also choose to register their projects with the United States Copyright office via UMI, but this is an option and requires an additional fee. As authors of the doctoral project, students automatically have a copyright. Registering the work in the copyright office provides extra evidence of copyright should an infringement occur. It is recommended for those works that have commercial potential and are easily implemented by others.

The title of the Doctoral Project **must be identical on all materials submitted**. Please check that the title of the Project submitted to the library is the same title as listed on the Doctoral Project Approval Form and the Library Acceptance form.

8.2 Publication Options

There are several options for copyright registration and publication of the Doctoral Project. Copyright registration is suggested for projects containing materials with potential product value (e.g., a manual, workbook, or therapeutic technique). Students are required to submit their final DP for publication in Dissertation Abstracts International. They may also opt to schedule a meeting with the librarian to discuss additional publication options and for guidance pertaining to the publication process itself. If students would like to schedule an appointment, they should email the librarian, Matt Kramer, directly.

Students may elect to delay the publishing of the full text of their doctoral project when they submit the project to UMI. Students who elect to pursue this option must submit a statement with the reason for the embargo when meeting with the librarian during the final stage of the submittal process. During the period in which the delay is in effect institutions outside of the college will not be able to retrieve the digital full text of the doctoral project via UMI's database. The library will also honor the delay and not loan the print copy of the full text to

external institutions. However, in the interest of promoting access to scholarly information for William James College students, the full text of the doctoral project will be available to students during the period in which the delay is in effect.

8.3 Colloquium

After final approval of the written work is granted by the student's committee, the student schedules the Colloquium. A **Colloquium Guide (Appendix M)** is provided to students as a general guideline for the event.

Colloquia should be held within one month of the approval of the project. For students graduating in June, colloquia may not take place later than a specified deadline in the spring term. Although this date will be made available to students in advance, it is typically three weeks prior to graduation. The colloquium is announced to the William James College and professional community through the posting of a notice to the college community, as well as personal invitations to potentially interested colleagues and friends outside of the college community. Under ordinary circumstances, the colloquium is held at William James College. It is the individual decision of each student and his/her committee as to who will be responsible for arranging various details of the colloquium. However, the issue needs to be addressed specifically, with clear designation of responsibility. The colloquium is viewed not as an oral defense that is conducted after the completion of a dissertation, but more as a sharing of the research findings and celebration of completing this requirement of the PsyD Program. The experience is meant to be a transitional one, bridging the individual's life as a student with that of a professional with a contribution which s/he wants to disseminate to the community. It will usually include a presentation by the student of salient aspects of his/her project and a discussion of the project by the discussant, followed by an open discussion by those present. The colloquium is typically concluded by an informal, celebratory gathering.

In order to secure a date, time and room for a colloquium held at the college, the student must fill out the **Colloquium Reservation Form (Appendix N)**. This form must be submitted to the Administrative Assistant to the School Psychology Department for processing. The Colloquium Reservation Form should be filled out with as much detail as possible and with two (2) possible dates. This is especially important when scheduling a colloquium near the end of the spring semester, when room availability is at a premium.

Please note that the title the student enters on this form must match the title on the title page of the DP and on the cover of your bound version of the project. The student receives a draft of the colloquium announcement along with the room reservation confirmation. The student must proofread and approve the draft of their announcement. Once approved, it is sent out via email to the William James College community and posted on the college's website.

On the day of the colloquium, rooms are configured one hour prior to the event in "colloquium style" with a table in the front for the panel, chairs for the audience, and a table in the back should the student bring refreshments. Students who wish to show an audio-visual presentation during the colloquium may use the computer equipment in the classroom or bring

their own laptop. Should the student require assistance setting up the presentation, the student should make any requests for audio-visual assistance to the IT department at least two weeks prior to the colloquium.

Immediately following the colloquium, the committee Chair will sign the **DP Credit Form (Appendix 0)**. The student will then submit this form to the registrar to receive credit for DPIV.

9 DP RESOURCES AND SUPPORTS

9.1 DP Progress Form

Each student will be expected to maintain a **Doctoral Project Progress Form (Appendix A)**, which outlines the critical steps in the DP process. Although each student is expected to maintain a working copy of this form for their own records and to share with their advisor on a regular basis (at least once each semester), the completion of each step must be communicated to the Administrative Assistant to the School Psychology Department as it is completed.

Students should beging documenting their progress on the DP Progress Form once they enroll in PR 820: DPI – Advanced Research Methods. At that point, the form should be printed out and updated at the end of each semester. All required forms should be completed by the student and filed with the Administrative Assistant to the School Psychology Department as the relevant tasks are completed. Dates of Completion should also be recorded by the student and verified by the accompanying paperwork indicated in the "Required Forms" column. The following explains how this is accomplished for each task listed on the Doctoral Project Progress Form.

1. **C.I.T.I. Training:** The completion of the CITI training is part of the DPI course; therefore, course instructor(s) will verify when this task has been completed by emailing the Administrative Assistant to the School Psychology Department and copying the student. It is important to note that if the student completed this course three years prior to submitting their project to the IRB, they need to complete a "Refresher" course to maintain current certification.

2. **Prospectus Approval:** Although students will likely complete multiple versions of their prospectus during PR 821, an email from a course instructor(s) indicating that the prospectus has been formally approved is required. This email will be sent to the student and copied to the Administrative Assistant to the School Psychology Department for verification of this step being completed.

3. **Select a Committee Chair:** When a student secures a Chair for their committee, the DP Committee Membership form should be completed. A signed copy of this form should be shared with the Administrative Assistant to the School Psychology Department to verify that the Chair has been secured for the committee.

4. **Select 2nd and 3rd Committee Members:** With approval from their Chair, the student should schedule meetings with potential 2nd and 3rd committee members to discuss their interest in and availability for joining their committee. As additional committee members are secured, the DP Committee Membership form should be completed and shared with the Administrative Assistant to the School Psychology Department for verification.

5. **Select Colloquium Discussant:** The School Psychology program allows 3rd committee

members to serve as the Discussant at the student's colloquium. This is, however, not required. Regardless, committee members and designations should be specified on the DP Committee Membership Agreement Form and communicated to the Administrative Assistant to the School Psychology Department .

6. **DP Proposal Approved for Distribution:** The student works with the DP Chair to complete a comprehensive draft of the proposal (i.e. first three chapters) to distribute to the DP Committee. Approval for distribution indicates that the proposal meets the basic expectations for content and form, but does not imply formal approval. Following approval for distribution of the DP proposal, the student is required to register for PR924: DPIV – Individual Mentorship for the following Spring/Fall semester; students are not required to register for DPIV during the summer semesters. At this time, an email should be sent from the Chair to the student and the Administrative Assistant to the School Psychology Department for verification that this task has been completed.

7. **DP Proposal Approval by Committee:** When the DP Proposal is approved by the DP committee, the DP Proposal Acceptance Form should be completed and submitted to the Administrative Assistant to the School Psychology Department by the student.

8. **DP Proposal Approval by IRB:** When the DP Proposal is approved by the IRB, the IRB Determination Memo will be forwarded to the student and the DP Chair. The DP Chair will then forward that email to the Administrative Assistant to the School Psychology Department for verification that this task has been completed.

9. **DP Approved by Committee:** When the DP is approved by the DP committee, the DP Approval Form should be completed and submitted to the Administrative Assistant to the School Psychology Department by the student.

10. **Library Submission:** Following the submission of a completed PDF copy of the DP to the library, the student has the opportunity and is encouraged to discuss publication options with the school librarian. The student is required to copy the Administrative Assistant to the School Psychology Department when they are submitting their final DP to the library to verify that this task has been completed.

11. **Library Approval:** Once the librarian, Mr. Matt Kramer, has had an opportunity to review the final DP, he will either contact the student to discuss concerns regarding the DP or complete the DP Library Acceptance form. Once the student receives a copy of this form, either during a meeting with Mr. Kramer or via email, the form should be sent directly to the Administrative Assistant to the School Psychology Department for verification that this step has been completed.

12. **Scheduling and Holding the Colloquium:** Once a student's DP has been approved by all of their committee members they are allowed to schedule their colloquium date.

The Colloquium Reservation Form should be submitted to the Administrative Assistant to the School Psychology Department to schedule the colloquium.

13. **Credit for DPIII:** Immediately following the colloquium, the committee Chair will sign the DP Credit form. The student will then submit this form to the registrar to receive credit for DPIV.

9.2 ARC

The Academic Resource Center (ARC) has two functions. The ARC offers writing, organizational and study skills support to students in all programs throughout the college. The ARC also assists students with documented disabilities to obtain reasonable accommodations which allow them access to the curriculum and the school environment.

The ARC is available to assist:

- Students with documented disabilities
- Students whose first language is other than English
- Students who may not have documented disabilities or language barriers but who need help organizing or editing papers and presentations. For these students, a prescribed number of tutoring sessions will be available each semester based on tutor availability.

ARC tutors can provide help with

- Editing documents for language use, missing words, misused prepositions, missed punctuation, inconsistencies in tense, sentence fragments, etc.
- Acquiring a professional voice in graduate level writing (e.g., using an "active", academic voice; avoiding excessive word usage , maintaining subject-verb agreement and tense consistency)
- Mastering study and preparation methods (e.g., note-taking, organizing thoughts)
- Gaining an awareness of executive functioning skills as they impact the ability to successfully meet imposed expectations in graduate studies (e.g., time management, prioritizing classroom assignments)

Additional information regarding the ARC is available here.

9.3 Graduation Guideline Dates

The goal of Table 3 is to provide guidance to students who are looking to structure their DP progress around specific graduation dates. Exact graduation dates are specified by the School Psychology PsyD academic calendar each year. Dates for prospectus, proposal, and final DP approval are general guidelines. The colloquium timelines are requirements and should be considered non-negotiable for participating in graduation.

Table 3: Doctoral Project Timelines 2015-2016

Graduation Dates	Prospectus Approved	Proposal Approved by DP Chair	Final DP Approved by Committee	Colloquium Held By
June	Mid-November	End of Fall Semester	May 1	Two Weeks Prior to Graduation
August	End of Fall Semester	March 1	End of Spring Semester	Three Days Prior to Graduation
February	September 1	October 1	End of Fall Semester	Three Days Prior to Graduation

9.4   DP925 and DP950 Progress Monitoring Form

The goal of the Progress Monitoring Form (see Appendix P) is to help students keep track of progress on their DP while registered for Individual Mentorship (PR925) and Continuing Doctoral Project (PR950). The form must be completed by students registered for PR925 or PR950 at the conclusion of *each* semester by the last day of classes. Once the form is completed, it must be submitted to the student's DP chair for approval. The DP Chair then must submit the form to the Administrative Assistant to the School Psychology Department.

Failure to submit this form by the last day of classes each semester will result in the student receiving an Incomplete until the form is properly submitted. If the student is not moving at an expected pace, a Notice of Difficulty (NOD) must be submitted; 2 NODs will automatically require a review and possible recommendation for dismissal.

10   APPENDIX GUIDE

A. Doctoral Project Progress Form
B. DP Prospectus Rubric
C. Doctoral Project Proposal Acceptance Form
D. Doctoral Project Approval Form
E. Doctoral Project Committee Membership Agreement Form
F. Letter to Committee Members – DP Overview
G. Letter to the Discussant
H. Change of Doctoral Project Committee Membership Form
I. Format of the Doctoral Project Abstract
J. Format of the Doctoral Project Title Page
K. Format of the Doctoral Project Copyright Page
L. Doctoral Project Readers' Approval Page
M. Colloquium Guide
N. Colloquium Reservation Form
O. Doctoral Project Credit Form
P. DP925 and DP950 Progress Monitoring Form

Appendix A: Doctoral Project Progress Form

This form is used by the student to track progress on the DP, and should be reviewed by the student and their advisor at the end of each semester. Students should review the School Psychology PsyD Doctoral Project Manual, specifically Section 1.4.11, prior to completing this form. Section 1.4.11 provides guidance for students as they complete this form and indicates who is responsible for verifying each task in the process. Completion of each task is communicated to the Administrative Assistant to the School Psychology Department. Task completion dates are recorded by the Administrative Assistant and made available to faculty members via an online spreadsheet.

Task	Date of Completion	Task Description	Required Documentation
1. C.I.T.I. Training		Student completes online CI TI Training Modules in accordance with IRB requirements.	Certificate of Completion – email sent by DPI Instructor(s)
2. Prospectus Approval		Student submits a prospectus and receives approval from a DP Course instructor.	Confirmation Email from Instructor(s)
3. Select Committee Chair		Student secures a DP Chair	DP Committee Membership Agreement Form – Submitted by student
4. Select 2nd and 3rd Committee Members		Student and DP Chair identify prospective committee members. Once the committee positions have been filled, student submits Appendix C.	DP Committee Membership Agreement Form – submitted by student
5. DP Proposal Approved for Distribution		The student works with the DP Chair to complete a comprehensive draft of the proposal (i.e. first three chapters) to distribute to the DP Committee. Approval for distribution indicates that the proposal meets the basic expectations for content and form, but does not imply formal approval.	Confirmation email from DP Chair
6. DP Proposal Approval by Committee		The student convenes the DP Committee to discuss the proposal. Although this may involve multiple meetings and revisions, ultimately the Committee approves the proposal and signs the Doctoral Project Proposal Acceptance Form.	Doctoral Project Proposal Acceptance Form – submitted by student
7. DP Proposal Approved by IRB		Following committee approval, the student submits the completed proposal to the Institutional Review Board (IRB) for review. This may require multiple submissions and revisions. Upon satisfactory completion of the IRB process, the student submits the IRB Determination Memo to the Administrative Assistant to the School Psychology Department indicating that their project has been approved; students are not permitted to collect any data prior to receiving IRB approval.	IRB Determination Memo – submitted by the student
8. DP Approved by Committee		Following what will likely be multiple Committee Meetings, with a minimum of two full committee meetings being required, the committee formally approves the DP.	Doctoral Project Approval Form Doctoral Project Readers' Approval Page

			Both forms submitted by the student.
9. Library Submission		Student submits a complete PDF copy of the DP to the school librarian once the DP Approval Form and the DP Readers Approval Page have been completed. At that point, the student has the opportunity to discuss publication options with the school librarian.	Completed PDF of DP - submitted by the student and also emailed to the librarian.
10. Library Approval		The librarian reviews and approves the students final DP and sends the student a copy of the DP Library Acceptance form. This form is provided by the library.	DP Library Acceptance Form – submitted by the student.
11. Colloquium		Student schedules the colloquium date with their committee members and submit Colloquium Reservation Form.	Colloquium Reservation Form – submitted by the student.
12. Credit for DPIV and DPV (if applicable)		Following the colloquium, the committee Chair signs the DP Credit form. The student will then submit this form to the registrar to receive credit for PR925 and PR950 as necessary.	DP Credit Form – submitted by the student.

Appendix B: DP Prospectus Rubric

Name of Student:_____   Date:_____

Advisor:_____   Version:_____

1. **Type of Project:** Indicate the type of project you are considering for your DP at the present time given the descriptions included in Section II of the School Psychology DP Manual.
    o Intervention Project
    o Program Evaluation
    o Demonstration Project (program, service development)
    o Survey Project
    o Measure, Test, Product Development Project
    o Meta-Analysis
    o Systematic Investigation of a Phenomenon or Problem

2. **Basic Expectations:** A student's doctoral project (DP) should constitute a substantial body of work that makes a unique contribution to the evidence-based practice of school psychology. Indicate to what degree the student's prospectus describes a DP that meets these basic expectations.
    o Unsatisfactory
    o Needs Improvement
    o Expected
    o Exemplary

3. **Problem Statement:** Indicate to what degree the student provided an overview of the topic being investigated. Specifically, general terms should be operationalized and specific examples from the literature should be included in the rationale for the student.
    o Unsatisfactory
    o Needs Improvement
    o Expected
    o Exemplary

4. **Relevance and Importance to the Field of School Psychology:** Indicate to what degree the student made a connection between the topic area and its importance and relevance to the field of psychology?
    o Unsatisfactory
    o Needs Improvement
    o Expected
    o Exemplary

5. **Literature Review:** Indicate to what degree the student organized and integrated the core areas of the literature review to support the foundation for their proposed DP.
   - Unsatisfactory
   - Needs Improvement
   - Expected
   - Exemplary

6. **Research Questions:** Indicate to what degree the student proposed clearly stated research questions that (a) included operationalized variables, (b) utilized succinct language, and (c) were connected to the literature.
   - Unsatisfactory
   - Needs Improvement
   - Expected
   - Exemplary

7. **General Methodology:** Indicate to what degree the student's proposed methodology is appropriate for the student's project given their research questions and general topic area.
   - Unsatisfactory
   - Needs Improvement
   - Expected
   - Exemplary

8. **Time-Table for Completion:** Indicate to what degree the student's proposed time-table for completion is both practical and properly sequenced.
   - Unsatisfactory
   - Needs Improvement
   - Expected
   - Exemplary

Additional Notes for Student Consideration:

Prospectus Determination – Student must receive an "expected" or "exemplary" rating for all seven categories for a prospectus to be approved.

( )   Approved   ( ) Conditional Approval   ( ) Revise and Resubmit

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Appendix C: Doctoral Project Proposal Acceptance Form

This form along with the IRB Determination Memo (Appendix G) must be filed with the Administrative Assistant to the School Psychology Department.

Student's name:

Proposal Title:

Date completed proposal accepted by Doctoral Project Committee:

We, the undersigned, approve the proposed Doctoral Project work, which includes our review of the work for ethical concerns.

Committee Chairperson
Name: _____ Signature: _____
Date:

Committee Second Member
Name: _____ Signature: _____
Date:

Committee Third Member
Name: _____._____ Signature: _____
Date:

Appendix D: Doctoral Project Approval Form

A copy of this form, signed by all committee members, must accompany submission of the completed Doctoral Project to the library. The original of this form, along with the Library Doctoral Project Acceptance Form, must be submitted to the Registrar.

Student Name: _____ Date: _____

Doctoral Project Title: _____

_____

Keywords (e.g. populations, interventions, measurements): _____ _____

_____

_____

Project Type:

_____ Intervention Project
_____ Program Evaluation
_____ Demonstration Project
_____ Survey Project
_____ Measure, Test, Product Development
_____ Meta-Analysis
_____ Investigation of Phenomenon or Problem
_____ Other:_____

Summary of Action by Committee:

The completed project work has been evaluated by this committee and deemed acceptable in its present form (NOTE: Please read the guidelines before signing this statement).

Doctoral Project Committee Signatures/Date

DP Committee Chairperson   _____ Date: _____

DP Committee Second Member   _____ Date: _____

DP Committee Third Member   _____ Date: _____

_____

Appendix E: Doctoral Project Committee Membership Agreement Form

Student Name_____   Program Start Date _____

Advisor _____

DP Working Title / Topic Area _____

Procedure:
1. The student and faculty member will complete and sign this agreement as indicated,
2. The **student** will submit this form to the Administrative Assistant to the School Psychology Department and is responsible for securing all signatures from committee members on a single document.

Check One

☐	I agree to serve as <u>Chair</u> of the above named student's Doctoral Project Committee. _____ (print name) Signature of DP Chairperson Date:

☐	I agree to serve as the <u>2nd Member</u> of the above named student's Doctoral Project Committee. _____ (print name) Signature of DP 2nd Member Date:

☐	I agree to serve as the <u>3rd Member</u> of the above named student's Doctoral Project Committee. _____ (print name) Signature of DP 3rd Member/Discussant Date:

☐	I agree to serve as the <u>Discussant</u> for the above named student's Doctoral Project Committee. _____ (print name) Signature of Discussant Date:

TO BE COMPLETED IF THE 3rd COMMITTEE MEMBER IS A WILLIAM JAMES COLLEGE FACULTY MEMBER who is not a School Psychology Faculty member. The Administrative Assistant to the School Psychology Department will secure the Department Chair signature for the student.

I have approved a Willliam James College Faculty Member to serve as the 3rd DP Committee Member on this Doctoral Project 3rd member's Department Chair:_____Date_____

 School Psy.D. Department Chair: _____Date: _____

_____   _____   _____ Print Student Name   Student Signature   Date:

Appendix F: Letter to Committee Members – DP Overview

To: Prospective Doctoral Project Committee Member – School Psychology
From: The William James College Faculty
Re: The Nature of the Doctoral Project

Thank you for considering joining one of our students' Doctoral Committees here at William James College. In hopes of helping you make an informed decision, we would like to describe the somewhat unique nature of this activity at our college.

The Doctoral Project (DP) is an integral part of the William James College program. It provides an opportunity for important aspects of consolidation and maturation in a student's professional development and in his/her relationship to the larger psychological community. The content of the Doctoral Project should address issues relevant to the application of school psychological knowledge to human need and understanding. In form, the Doctoral Project may be one of several kinds of research projects: a quantitative study, a qualitative study, a mixed method study, or a demonstration project.

A student is expected to select a topic from an area of theory or practice that has emerged as a focus of developing professional interest. With guidance from the Doctoral Project Committee, the student is expected to initiate, carry out, and critically evaluate a piece of meaningful professional research involving the application of a selected body of psychological knowledge to a particular problem in school psychology.

This process should promote the integration, expansion, and consolidation of previously learned skills in mastering a particular investigatory approach (for empirical research projects) and/or developing an application or training module using a specific and theoretically grounded method (for demonstration projects).

Time Line for the Doctoral Project
School Psychology PsyD students will have completed a DP prospectus as part of their coursework for Doctoral Project II: Project Design and Development. Once their prospectus has been approved by the course instructor(s), the students are given permission to contact potential committee members to discuss whether or not they are interested and available to join their committee. At this time, a copy of their prospectus should be provided to the potential committee member and a meeting should be scheduled to discuss the project. If the potential committee member is interested and available to join the committee, the following is a brief description of the roles and responsibilities for each committee member.

Role and Responsibilities of the Doctoral Project Committee
The Doctoral Project Committee serves as a resource to the student in formulating, planning and completing the Doctoral Project. Typically, the DP Committee for the PsyD students from the School Psychology program will consist of three people:

- The Committee Chairperson (Core Faculty, School PsyD program)
- Second Committee Member (Core or Teaching Faculty Member)
- Third Committee Member (Doctoral level school psychologist, psychologist from another department in the college, or psychologist from outside of the William James College community). The third member can be a non-core faculty from the School Psychology Department if the second member is from outside the Department. A doctoral level professional in a related field (e.g., special education, psychiatry) may also be considered; however, the chair and student must petition the Director of the School PsyD Program for this exception.

Each of the Doctoral Project Committee members is responsible for providing substantive input and feedback on the following phases of the research project: the formation of the Proposal, IRB submission and approval,

implementation of the project, data analysis and interpretation, and the completion of the final chapters of the DP.

It should be noted that the Third Committee Member plays a unique role. Specifically, although the potential responsibilities can be negotiated by the Chair, they will be asked to (1) participate in Committee Meetings, (2) read and provide feedback on DP drafts, and (3) participate in the Colloquium. In addition, third committee members will most likely be asked to serve as the Discussant and facilitate discussion at the Colloquium. Additional information regarding the role of the Discussant is available in **Appendix K**.

Committee Meetings
There will be a minimum of two full committee meetings over the course of the DP:
- Full committee meeting to review DP Proposal
- Full committee meeting to review a Complete draft of the DP

Standard Expectation for Committee Review Time
Response time is not fixed for committee members reviewing drafts of the DP or drafts of sections of the DP, but students routinely expect two weeks turnaround time with each draft. Allowances will be made for time of year and other circumstances. Although committee members may choose to provide feedback more quickly, it is not expected and should not be requested by students.

The Colloquium
The Colloquium is not viewed as a typical dissertation defense, but as a formal presentation of the completed research to the professional community at large, as well as a personal celebration. Students should reserve a room for the colloquium for two hours and the typical structure for the meeting is as follows:

- Introduction by the Chair (5 minutes)
- Student Addresses the Audience (2-3 minutes)
- Student Presentation (20-30 minutes)
- Discussant Presentation (10-15 minutes)
- Questions and Answers Facilitated by the Discussant (20-30 minutes)
- Chair Closes the Meeting (2-3 minutes)
- Informal/Social Celebration

Appendix G: Letter to Discussant – DP Overview

To: Prospective Doctoral Project Discussant – School Psychology
From: The William James College Faculty
Re: The Discussant Role at William James College

Thank you for considering serving as a discussant at the Doctoral Project Colloquium of a William James College doctoral student. To help you make an informed decision, we would like to describe the somewhat unique nature of the doctoral project discussant role.

The Doctoral Project is an integral part of the School Psychology program. It provides an opportunity for important aspects of consolidation and maturation in a student's professional development and in his/her relationship to the larger psychological community. The content of the Doctoral Project should address issues relevant to the application of school psychological knowledge to human need and understanding. In form, the Doctoral Project may be one of several kinds of research projects (e.g. quantitative study, qualitative study, mixed method study, or a demonstration project).

A student is expected to select a topic from an area of theory or practice that has emerged as a focus of developing professional interest. With guidance from the Doctoral Project Committee, the student is expected to initiate, carry out, and critically evaluate a piece of meaningful professional research involving the application of a selected body of psychological knowledge to a particular problem in school psychology.

A student's DP Committee consists of three people:
- DP Committee chairperson
- Second Committee member
- Third Committee Member - typically, the discussant

Each of the Doctoral Project Committee members is responsible for providing substantive input and feedback on the following phases of the research project: the formation of the Proposal, IRB submission and approval, implementation of the project, data analysis and interpretation, and the completion of the final chapters of the DP.

The Discussant Role
The discussant's role, however, is unique and can be negotiated by the DP Chair. Specifically, the discussant's role is to offer commentary and add another perspective following the student's presentation of the Doctoral Project, much like a discussant at a professional conference. The format of the Colloquium may vary, but usually follows a pattern of approximately 30 minutes for the student's presentation, 10 minutes for the discussant's comments, and a final 20 minutes for comments, questions, and open conversation with the audience.

If you have any questions, do not hesitate to contact the student's Committee chairperson.

We thank you for your willingness to consider this role, and hope to see you at the Colloquium.

Appendix H: Change of Doctoral Project Committee Membership Form

To request a change in membership of the Doctoral Project Committee, this form must be submitted to the Administrative Assistant to the School Psychology Department.

Name of Student: _____ Program Start Date: _____

Individuals PREVIOUSLY contracted as DP Committee Members:

Committee Chairperson: _____
Second Committee Member: _____
Third Committee Member: _____

Change in membership (check all that apply and enter name and signatures):

      ___ New Chair   Name: _____
      ___ New Second Committee Member   Name: _____
      ___ New Third Committee Member   Name: _____

Rationale for change in DP Committee Membership:

_____

_____

_____

(attach additional sheets as needed)

Please indicate that you have reviewed and approve of this change in DP Committee membership by signing below:

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Original Doctoral Project Chair Signature: _____ Date: _____

Original Doctoral Project 2nd or 3rd Member Signature: _____ Date: _____

New Doctoral Project Chair Signature: _____ Date: _____

New Doctoral Project Member Signature: _____ Date: _____

To be completed by the Director of the School PsyD Program
The above request for change in DP Committee Membership is ___ approved ___ not approved.
_____ _____
Director of the School Psychology PsyD Program   Date:

Appendix I: Format of the Doctoral Project Abstract

The abstract heading, which appears at the top of the first page of the abstract, (not on a separate page), would read properly centered:

Abstract

The abstract should summarize the contents of each of the chapters contained in the doctoral project.

Appendix J: Format of the Doctoral Project Title Page

WILLIAM JAMES COLLEGE

The Title Is Placed Here In Upper and Lower Case

Student Name

Academic Degrees, Granting Institutions, Year Degree Granted

Submitted in partial fulfillment of the

requirements for the degree of

Doctor of Psychology

YEAR

Appendix K: Format of the Copyrights Page

The copyright page will contain the following information, centered at the bottom of the page: Copyright Year, Name of Student (example below).

Copyright 2006

By

Dun N. Gone

Appendix L: Doctoral Project Readers' Approval Page

The content of the Doctoral Project Reader' Approval Page is as follows: student name, signature and typed name of DP Chairperson, signature and typed name of Second DP Committee Member, signature and typed name of Third DP Committee Member, and the signature of the college President

An example of the Doctoral Project Reader's Approval Page is below

READERS' APPROVAL PAGE

Name (e.g. Dun N. Gone)

_____

Name Title (e.g.. Samantha Smith, Psy.D.)
Doctoral Project Chairperson

_____

Name Title (e.g.. Miguel Tolario, Ph.D.)
Second Doctoral Project Committee Member

_____

Name Title (e.g.. Kofi B. Barimah , Ed.D.)
Third Doctoral Project Committee Member

_____

Nicholas Covino, Psy.D.
President
William James College

Appendix M: Colloquium Guide

1. Introduction by the Chair (5 minutes)

2. Student Addresses the Audience (2-3 minutes)

3. Student Presentation (20-30 minutes)

4. Discussant Presentation (10-15 minutes)

5. Questions and Answers Facilitated by the Discussant (20-30 minutes)

6. Chair Closes the Meeting (2-3 minutes)

7. Informal/Social Celebration

Appendix N: Colloquium Reservation Form

Please fill out this form in order to secure a date/time and room for your upcoming colloquium and **return to the Administrative Assistant to the School Psychology Department.**

· ·

Please provide (in order of preference) two dates and times that might work for you and your committee. We will do our best to accommodate your request.

Student Name: _____

Contact Number: _____

Email Address: _____

· ·

Request One:

Date: _____/_____/_____   Time: _____:_____

Request Two:

Date: _____/_____/_____   Time: _____:_____

PLEASE KEEP IN MIND THAT ALL FRIDAY COLLOQUIA MUST END PROMPTLY AT 5:30 p.m. WHEN THE BUILDING CLOSES.

The following information will be helpful with room size/selection.

How many people will be attending (roughly) your colloquium? _____

Will food and beverage be served? _____

Discussant Name & Title: _____

Title of Topic:_____

What kind of AV/Classroom support is needed?_____

Appendix O: Doctoral Project Credit Form

This form must be submitted to the Registrar when all requirements for the Doctoral Project have been completed, including holding the colloquium. Credit for the Doctoral Project will not be given until this form is received.

Student Name: _____

Doctoral Project Chairperson: _____

Project Title:

_____

_____

_____

The above student completed his/her Doctoral Project and held a Colloquium on _____

                                                                        Date

and should be awarded two credits for Doctoral Project IV: Individual Mentorship.

_____   _____

Doctoral Project Chairperson Signature   Date:

WILLIAM JAMES COLLEGE
GRADUATE EDUCATION IN PSYCHOLOGY

Appendix P: DP925/DP950 Progress Monitoring Form

- This form must be completed by students registered for PR925 or PR950 at the conclusion of *each* semester by the last day of classes. Once the form is completed, it must be submitted to the student's DP chair for approval.
- The Chair must submit this form to the Administrative Assistant to the School Psychology Department.
- **Failure to submit by the last day of classes each semester will result in the student receiving an Incomplete until the form is properly submitted. If the student is not moving at an expected pace, a Notice of Difficulty (NOD) must be submitted; 2 NODs will automatically require a review and possible recommendation for dismissal.**

Student Name:	Student ID Number: Date:
Chair Name: Check off what was completed during the current semester o DP Proposal Drafts submitted to Committee o DP Proposal Approved by committee o IRB Application Submitted o IRB Application Approved o Subject Selection/Recruitment o Data Collection o Data Analysis o Draft of Chapter 3 (Results) o Draft of Chapter 4 (Discussion) o Final DP Approved by Committee o Colloquium Held	**Doctoral Project Sequence (check one):** o PR925 Individual Mentorship o PR950 Continuing Doctoral Project (semester 1) o PR950 Continuing Doctoral Project (semester 2) o PR950 Continuing Doctoral Project (semester 3) o PR950 Continuing Doctoral Project (semester 4)

ALL STUDENTS WHO REGISTER FOR PR925 OR PR950 MUST KEEP TRACK OF THEIR CONTACTS WITH COMMITTEE MEMBERS AND ALL DP MEETINGS WITH COMMITTEE MEMBERS. IN ADDITION, STUDENTS REGISTERED FOR PR950 MUST KEEP TRACK OF THE WEEKLY HOURS DEVOTED TO THEIR DP.
(CHAIR MUST VERIFY THAT EACH ITEM BELOW HAS BEEN COMPLETED)

During the current semester, the following tasks were completed:
_____ Dates of contacts with Committee Member (email, phone by Chair)_____
_____ Dates of Committee meetings _____

\# of Hours/Week Devoted to DP: ____   (only applicable for PR950)

Is the student making reasonable progress on DP?   ____ Yes   ____ No
  If no, has a NOD been submitted?   ____ Yes   ____ No

Comments:

Chair Signature: _____   **Date:** _____