Dissertation Checklist (for Ph.D. students in Psychology)

☐ Visit the Office of Doctoral Studies (ODS); introduce yourself to Gary Ardan, pick up copies of "Requirements".

☐ Find a Sponsor and a Second Reader. Your Sponsor must be on the GSAS list of approved sponsors.

☐ Write a Dissertation Proposal. (Suggestions for format may be found in Professor Farber’s “Guide for doing a dissertation in clinical psychology”; email Rebecca Shulevitz (Shulevitz@tc.columbia.edu) to request a copy).

☐ Revise proposal until approved by Sponsor.

☐ Submit Proposal to Department of Counseling and Clinical Psychology office (428 HM): a faculty member from that Department (as of 9-01-03, Professor George Gushue) will assign a Third ("Outside") Reader from outside your program for the Proposal Hearing. This assignment is based on multiple variables, including assumed overlap in interests, availability, and number of previous times assigned as a third reader. You or your sponsor may also recommend the names of faculty members with relevant areas of expertise and note this on the form that needs to be filled out by you. Important: the deadline for submitting proposals is three weeks before the end of the fall and spring semesters. Students who submit proposals past this deadline are not guaranteed to have an Outside Reader assigned.

☐ When informed by Professor Gushue of your Outside Reader—a process that ordinary takes 3-7 days—it is your responsibility to call or email all three committee members to find a common 90 minute block of time. The Proposal will be delivered to the Outside Reader. At this point, there is no further need to involve the Department or Professor Gushue in the process.

☐ Make sure that all three committee members have a copy of your Proposal.

☐ Get a Proposal Hearing Form from ODS (and bring to the Proposal Hearing).

☐ Confirm the meeting time and place with your committee.

☐ Pass the Proposal Hearing.

☐ Submit IRB Form.

☐ Receive IRB Approval: Bring copy to ODS with signed Proposal Hearing Form and one copy of Proposal.
- Write Intro and Method Sections of the Dissertation (Follow APA style guidelines!)

- Collect Data.


- With Sponsor's approval and advice recruit a tenured TC Faculty member to serve as chair of your Advanced Seminar, fill out form (“Application for Advanced Seminar”) available in ODS, and get the signature of the area A Chairperson (currently Professor Farber, 328 HM).

- Arrange time and place for Advanced Seminar (confirm with committee members a day or two before meeting).

- Send all three committee members a copy of your hypotheses/ research questions and tables at least one week prior to the meeting.

- Prepare 5 minutes worth of introductory remarks for your Advanced Seminar.

- Pass the Advanced Seminar and bring to ODS the approved Advanced Seminar Report form: attach copy of tables to form.

- Revise tables as recommended by Committee; write Results and Discussion; complete and revise other sections of the dissertation that need attention.

- Fill out "Intention to Defend" Form at ODS by semester deadline (see academic calendar in TC catalog or on web site).

- Submit entire Dissertation to the Sponsor and Second Reader (and Chair if he/she requests it).

- Revise as needed.

- With Sponsors help, find two GSAS Examiners (outside readers) for Orals. Typically, one is from TC (outside your program), the other from outside TC.

- While waiting for Orals: Provide feedback to study participants.
While waiting for Orals: Write a draft of the published article that will emerge from the dissertation.

Schedule Oral Defense at least two weeks before Defense date; notify ODS; and re-confirm with all five members of your committee several days beforehand.

Send all five committee members a copy of your complete dissertation.

Prepare 5-10 minutes of introductory remarks for your orals.

Pass Orals.

Revise Dissertation in accord with the suggestions at the Orals; consult with Gary Ardan regarding specific arrangements for filing, etc.

Write Thank You notes to committee members; send copies of completed dissertation to those committee members who’ve requested this.

Celebrate.

BAF/GSA (7-22-03)