



# Doctor of Philosophy in Occupational Therapy

## PROPOSAL AND DISSERTATION GUIDELINES

Updated 5-30-2008

**Occupational Therapy Department**  
College of Allied Health & Nursing  
Health Professions Division  
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<http://www.nova.edu/ot>

## **Role of the Dissertation**

*“The dissertation is the beginning of one’s scholarly work, not its culmination. Dissertation research should provide students with hands-on, directed experience in the primary research methods of the discipline, and should prepare students for the type of research/scholarship that will be expected of them after they receive the degree.” p. 3*

*“Regardless of the differences certainly and naturally existing among the various fields and disciplines of study, the dissertation must be an extended, coherent, written work of original research, demonstrating a doctoral candidate’s comprehensive knowledge and mastery of methodological, historical, topical, empirical and theoretical issues relevant to the chosen research subject. It must be a significant contribution to scholarship.” p. 7*

Council of Graduate Schools, (1991). *The Role and Nature of the Doctoral Dissertation*. Washington, DC: Council of Graduate Schools

## **Focus of Research in the NSU Occupational Therapy Program**

Dissertation research in the NSU Occupational Therapy Ph.D. Program must focus on adding to the profession’s body of knowledge about the practice of occupational therapy. We define practice broadly, though it does not include entry-level education of the occupational therapist. Research in OT “education” is more appropriate in an education degree program. NSU occupational therapy Ph.D. students seek to expand the boundaries of what is known about the broad arenas of occupational therapy practice. Research does not necessarily have to focus on outcomes, but rather, add to our body of knowledge about practice in meaningful and relevant ways and reflect the mission of the NSU PhD program in occupational therapy.

## **Dissertation Committee**

### Composition

The student will select a doctoral research committee chairperson when he/she nears the end of required academic coursework. The chairperson should be a qualified doctoral faculty member who has served on a successfully completed dissertation committee. Each dissertation committee will consist of at least three members; two from the NSU doctoral faculty in occupational therapy (includes the chair) and one outside person. The student discusses her/his research interests and dissertation proposal plan or ideas with select faculty members to ascertain whether there is a mutually satisfactory fit. A chairperson should be selected with care, with the intent that this individual will serve as dissertation committee chair through to graduation. A good working relationship is necessary, as the student and committee chairperson must make many decisions together. The student should not be discouraged if a faculty member declines a request to be a committee member. Faculty members have varying workloads and some are already committed to a number of dissertation committees. Also a faculty member may feel that she or he is not the right person in terms of the student’s needs. After the two faculty members have been selected, the student will complete and have signed the Appointment of Dissertation Committee form (pg 16), and send this to the Doctoral Programs Director.

Qualifications for second committee member:

1. earned dissertation research doctorate
2. expertise in area of research or methodology

Qualifications for third committee member:

1. earned doctorate
2. expertise in area of research or methodology

The student will submit to his/her committee and Director of Doctoral Programs in writing:

1. rationale for this outside third person for student's research
2. curriculum vitae of the third person

The 3<sup>rd</sup> member must be approved in writing by the committee chair and Director of Doctoral Programs. If approved, the third committee member will be sent a Letter of Agreement by the Director of the Doctoral Program. The honorarium will be paid to the third committee member when the student successfully defends his/her dissertation.

A fourth (or fifth) additional member, from outside the department, may be added to the committee at the discretion of the chairperson and student. No honorarium is given for the 4<sup>th</sup> or 5<sup>th</sup> member.

The dissertation committee assumes responsibility for overseeing and assuring the quality of the student's qualifying examination, residency, and dissertation. The third outside member, however, is not involved in the Qualifying Examination process, nor do they have any responsibilities for it.

After selecting his or her committee and receiving approval for the outside member from the chair of the committee and Director of Doctoral Program, the student will request that the 3<sup>rd</sup> members name be added to the **Appointment of Dissertation Committee form** (pg 16). Any request for changes in composition must be made in writing and approved by the student's chairperson and Director of the Doctoral Program.

## Responsibilities

Chair of the committee:

- serves as the student's research advisor
- serves as chair of the student's qualifying exam committee
- facilitates student decisions and arrangements regarding residency
- assumes primary responsibility for supervising the doctoral student's dissertation, in which role she/he:
  - helps student and other members define roles
  - helps student to narrow topic into something possible
  - helps assure research is meaningful and will add to the body of knowledge about the practice of occupational therapy
  - sets up a regular schedule of meetings with the student
  - gives substantive and organizational feedback on the research process
  - has the final word in areas of disagreement among members and/or between members and the student
  - conducts the student's oral defense and signs off on it.

Members of the committee:

- serve on the student's qualifying exam committee
- facilitate student's decisions and arrangements regarding residency
- serve on the student's dissertation committee, in which role they:
  - offer expertise in methodology or topic area
  - give substantive and organizational recommendations for sections for which they are the *expert*
  - read and approve the final dissertation draft
  - participate in the dissertation oral defense and sign off on it.

#### The Student:

- thoughtfully seeks out appropriate faculty for her/his committee
- takes responsibility to make and keep appointments
- prepares the pre-qualifying exam bibliography and syntheses for the committee
- presents the above to the committee
- proposes to and works with the committee on ideas for research residency
- works with the chairperson and committee to develop dissertation proposal and:
  - submits dissertation research to IRB for approval in a timely fashion after proposal is approved by committee
  - seeks outside editorial and statistical/methodological assistance if needed
  - checks with chairperson before making any changes in process or analysis
  - submits drafts of chapters for feedback in accordance with established time-lines
  - prepares for oral defense
  - Is expected to demonstrate proficiency in the use of the English language in all work submitted during the dissertation process. The student is responsible for correcting grammatical errors, spelling errors and writing that fail to clearly express ideas. Students are expected to secure professional editorial assistance at their own expense if writing skills warrant it. All students will have their final dissertation copy edited by the program approved person at their own expense.

## Steps in the Dissertation Process

The dissertation process is a lengthy one that generally takes more than a year to complete, depending upon the research question, methodology, population, self-discipline, dedication, and other demands upon the student's time. It is a challenging process that requires commitment, perseverance, discipline, foresight, and a drive to complete the process. The first step of the process is to identify the general area of inquiry and then critically review relevant literature, integrate this information with experience, and discuss ideas with the doctoral chairperson and other relevant people such as doctoral students, researchers, mentors, peers, and other faculty to gradually narrow one's focus. The student is encouraged to begin thinking and planning this process of identifying an area of research interest from the time of entry into the PhD program. The student should have a "proposal idea or plan" by the end of core coursework and before selecting a dissertation committee. A major challenge of the whole process is to evolve a research area of inquiry, which is broad enough to be meaningful and add to the body of knowledge, and yet narrow enough to be completed in a *reasonable* period of time as a dissertation study. **Students must complete all doctoral program requirements within 9 years from beginning the program. The Qualifying Examination must be successfully completed within 1 year from the end of the academic coursework. The dissertation must also be successfully defended within 5 years after passing the Qualification Examination. Failure to complete the requirements within the time frame will result in dismissal from the program.**

Students may only petition for an extension of time for completing these within the stated deadlines in the event of unforeseen extenuating circumstances. If the appeal is granted, the maximum length allowable for an extension is **one year**. Students may only have **one extension during their doctoral education program at NSU**. To apply for an extension in the event of a unforeseen extenuating circumstance, the student shall submit a written request to the Director of the Doctoral Program explaining the reason for the requested extension. The Director of the Doctoral Program will submit the letter to the entire faculty on behalf of the student. The Director of the Doctoral Program will report the decision of the faculty back to the student which will be binding.

### The Formal Dissertation Proposal

(Note that the proposal phase can start only after the student successfully passes all parts of the Qualifying Examination)

The first *formal* aspect of the dissertation, which is brought before the entire doctoral dissertation committee for their approval, is the dissertation proposal. The student initially works closely with her/his committee chair, who will instruct the student when to distribute copies to the other committee members for their review and comments. If committee suggested modifications are in conflict with what the chair has said, the chair has the final say.

This formal paper will include a rationale to explain why one wants to pursue this line of research, why it is important, what is contained in the literature that relates to any aspect of it, what theoretical concepts will be tested, and how the research will be carried out to answer the research question(s). After qualifying, the student is considered a Ph.D. candidate and the student will be enrolled in OCT 8970, Doctoral Dissertation for a minimum of 3 credits. The proposal

provides the framework and plan within which your research will be conducted. It is written in the future tense and indicates what you will do during this investigation. An effective dissertation proposal also serves as a basis for the first three chapters of the final dissertation report.

All proposals for dissertation research need to use the most current edition of APA format including typeface, spacing, headings, reference and citation style, and so forth. Specific Occupational Therapy Program Guidelines take precedence if there is a conflict with APA format. For example, references should be single spaced for an entry and double-spaced between entries. Proposal minimum length is limited to 15 - 20 pages, which does **not** include references and appendices.

### Proposal Defense

The proposal must be defended by the candidate to the dissertation committee (at this point, the committee consists of three members, to include the outside 3<sup>rd</sup> member). Once the proposal meets the requirements and satisfaction of the committee, it is then signed by the candidate and each committee member and becomes the “contract” for dissertation study. Any variance from the proposal must be amended and all amendments must be approved by the dissertation committee and the IRB. The committee must ensure that all procedures (from recruiting subjects to data analyses) are adequately detailed and defined (spelled out) to meet standardized requirements and assumptions of those procedures. If the study is more exploratory (new instrument, application, population, methods, area of study, etc.) and quantitative, then the candidate should be required to conduct a pilot study to ensure the study’s feasibility, to test instruments or procedures (to include data collection and analyses), and to fine tune or tweak procedures.

### **Use the following format for the Proposal for Dissertation Research:**

I. Title Page – *follow example* (See page 18)

II. Introduction (Chapter 1)

- A. Background to the problem (population statistics, provide the context, issues)
- B. Statement of the problem
- C. Purpose of study
- D. Research questions and hypotheses
- E. Definitions of variables (conceptual and operational)
- F. Rationale and need for study (in OT theoretical context, expected contribution of this study to the literature, knowledge).
- G. Assumptions and limitations of study

III. Selected Review of the Literature (Chapter 2)

- A. Historical overview of relevant theory(ies) and research literature on topic

- B. What is known and unknown about the topic? Use your own subheadings. Summarize and critique of what is known and unknown and describe how these are linked connection to your research.
- C. Critique of validity of theory and research in the literature, instruments (description, history, development, application in other studies, reliability, validity, trustworthiness), procedures (description, history, development, application), etc., as applicable to your study.
- D. Relevant concepts (not covered under relevant theory)  
Relevant contexts (or reflexivity, clinical experience etc. issue if a qualitative study)
- E. Summary of literature

#### IV Methodology (Chapter 3)

##### A. Research Design and Methodology

1. Rationale (if more than a few sentences, then should go in chp 2)
2. Specific procedures
3. Threats and how they will be addressed
4. Strengths & Weaknesses of Design

##### B. Subjects (Participants)

1. Number and how determined (power and sample size estimate as applicable)
2. Inclusion criteria and how determined
3. Exclusion criteria and how determined
4. Characteristics
5. Recruiting procedures
6. Ethical Considerations and Review (IRB, HPD Research Committee, HIPPA, other)
7. Funding, if applicable

##### C. Study Setting

D. Instruments and measures, if applicable (describe measures, data type/level, use or application procedures, reliability and validity of measures, equipment needed)

E. Pilot study summary and how linked to study (if applicable)

F. Data collection procedures

G. Data analyses (management of data, describe all analyses, include rationale for use of analytical procedure for data type, to answer research questions,

## H. Format for presenting results

### I. Summary

## VII. References (typed single space and double-spaced between entries)

## VIII. Appendices

### A. Interview Guide, Checklists, Other Measures

### B. Letters of Support

## IX. Proposed Timeline for Dissertation Research Process

### **IRB and HPD Approval**

All IRB and HPD Research Committee proposal submission forms need to be completed and submitted, but only **after** the dissertation proposal is signed and approved by the student's committee. The student is responsible for presenting and obtaining approval for their research from the NSU Institutional Review Board (IRB), HPD Research Committee and, if applicable, the IRB(s) associated at the non-NSU locations or institutions where data will be collected. All approvals must be received before beginning any research involving human subjects. Note that your dissertation committee and the IRB must approve any deviation, addition, or modifications to your proposal. All students doing research with human subjects must undergo IRB CITI training. See the following website for specific instructions and training: [www.citiprogram.org](http://www.citiprogram.org). Students must notify the IRB when the study is completed. IRB approval is granted for only one year and a continuation form must be submitted to the IRB to approve continuance beyond the period granted or one year. A study completion report should be completed at the end of the study or at the first year anniversary of the start of the study (if completed with data collection and all contact with subjects and collaborating institutions).

### **Completing the Dissertation**

Once the student's committee, HPD Research Committee, and IRB have approved the proposed research, the researcher is able to recruit participants, collect and analyze data. The dissertation committee should be allowed a minimum of **ten (10) working days** for review all study related document drafts (**15 working days for a full dissertation**). Consider and respect the schedules of all individuals involved. It is wise to build considerable flextime into your completion schedule, to allow sufficient cushion of time before an absolute deadline.

### References for More Information on Writing Dissertations

The way a dissertation is organized and written up varies somewhat depending upon the type of research undertaken. Each student works closely with her/his chairperson, and also should

utilize some of the numerous books available on the dissertation process. A few recommendations are:

1. Mauch, JE, Park, N (2003). Guide to the successful thesis and dissertation (5th ed). New York: Marcel Dekker, Inc.
2. Locke, LF, Spirduso, WW, Silverman, SJ (2000). Proposals that work: a guide to planning dissertations and grants proposals (4th ed). Thousand Oaks: Sage Publications
3. Rudenstam, KE, Newton, RR (2001). Surviving your dissertation: a comprehensive guide to content and process (2nd ed). Thousand Oaks: Sage Publications
4. Thomas, RM, Brubaker, DL (2000). Theses and dissertations: a guide to planning, research, and writing. Westport: Bergin & Garvey
5. Becker, H. (1986) Writing for social scientists: How to start and finish your thesis, book or article. Chicago: University of Chicago Press.
6. Bolker, J. (1998) Writing your dissertation in fifteen minutes a day. New York, NY: Barron's Ed. Systems.
7. Cone, J. and Foster, S. (1993). Dissertations and theses from start to finish: Psychology and related fields. Washington, D.C.: American Psychological Association.
8. Creswell, J. (1997) Qualitative inquiry and research design.
9. Davis, G. and Parker, C. (1997) Writing the doctoral dissertation. New York, NY: Barron's Ed. Systems.
10. Hart, C. (1998). Doing a literature review. Thousand Oaks, CA: Sage.
11. Meloy, J.M. (1994) Writing the qualitative dissertation. NJ: Lawrence Erlbaum Assoc.

Websites:

The University of North Carolina writing center has an excellent site with lots of good advice and pep-talking

<http://www.unc.edu/depts/wcweb/handouts/dissertation.html>

Good information on writing a literature review:

<http://www.wisc.edu/writing/Handbook/ReviewofLiterature.html>

Good clearinghouse from Carnegie Mellon University for information on links for almost any writing task for graduate students:

<http://www-2.cs.cmu.edu/afs/cs.cmu.edu/user/mleone/web/how-to-html>

APA website with advice for dissertation writers:

<http://apa.org/apags/members/diss.html>

also helpful for APA and MLA is:

<http://www.libduke.edu/libguide/citing.htm>

## Dissertation Report Format and Content

*First tell them what you are going to tell them*

*Then tell them*

*Then tell them what you told them*

The final dissertation report is a coherent, detailed, accurate, and comprehensive scholarly account of your investigation to answer a specific research question and purpose and discover new knowledge. It is written in the past tense as it describes what you proposed to do, what you did, and what you found. Students are responsible for a scholarly level of writing and careful editing. A professional editor may be recommended prior to and in addition to the required final copy editing.

The sections that make up the final dissertation report include the following sections in order:

### Front Matter

Title Page (copy form exactly from page 18) [this has no page number]

Signature Page (copy form exactly from page 17) [this has no page number]

Abstract (limited to 350 words—see ProQuest/UMI required format) [begins with

Roman numeral iii

Acknowledgements

Table of Contents

List of Tables

List of Figures

### The Text [begins as page 1]

Chapter 1: Introduction

- A. Introduction to the chapter, background to the problem
- B. Statement of the problem
- C. Purpose of study
- D. Research questions and hypotheses
- E. Definitions of variables (conceptual and operational)
- F. Rationale and need for study (put it in OT theoretical context, expected contribution of this study to the literature, knowledge, significance and relevance to patients, clients, community).
- G. Assumptions and limitations of the study

## Chapter 2: Review of the Literature

- A. Introduction to the chapter
- B. Theory(ies) on topic (include historical overview).
- C. What is known and unknown about the topic? Use your own subheadings based on variables to be examined (should have several sections). Discuss connection to your research within each critique.
- E. Critique literature on *instruments* (description, history, development, application in other studies, reliability, validity, and trustworthiness), *procedures* (description, history, development, application), etc., as applicable to your study.
- F. Relevant concepts (not covered under relevant theory).
- G. Relevant contexts (reflexivity, clinical experience etc., if a qualitative study)
- I. Summary

## Chapter 3: Methodology

- A. Research Design and Methodology
  - 1. Rationale
  - 2. Specific procedures
  - 3. Strengths & Weaknesses of Design
- B. Subjects (Participants)
  - 1. Number and how determined (power and sample size estimate as applicable)
  - 2. Inclusion criteria and how determined
  - 3. Exclusion criteria and how determined
  - 4. Characteristics
  - 5. Recruitment Procedure
  - 6. Ethical Considerations and Review (IRB, HPD Research Committee, HIPPA).  
Include IRB approval number and dates.
  - 7. Funding, if applicable
- C. Study setting
- D. Instruments and measures, (describe measures, data type/level, use or application procedures, reliability and validity of measures, equipment needed)
- E. Pilot study summary and how linked to study

- F. Data collection procedures used
- G. Data analyses (management of data, describe all analyses, include rationale for use of analytical procedure for data type, to answer research questions)
- H. Assumptions and limitations of methods

#### Chapter 4: Results

- A. Introduction to the chapter
- B. Data analysis results organized by research questions and sub-questions/hypotheses
- C. Findings (related to research question or hypotheses)
- D. Summary of results
- E. Summary

#### Chapter 5: Discussion

- A. Introduction to the chapter and a summary of earlier chapters (be brief).
- B. Discussion and interpretation of results in context of problem statement, literature review, and other theoretical background. New literature should not be introduced here.
- C. Discuss conclusions, interpretation, and speculation about results.
- D. Implications for practice
- E. Implications for further research
- F. Limitations and delimitations based on results and interpretation—be sure to include unexpected ones
- G. Recommendations

#### Summary

#### Appendices:

#### References

## Final Copy Guidelines:

Use APA Style, unless in conflict with dissertation formatting guidelines contained in this document.

### Copyright Permissions.

Inclusion of any copyrighted materials must have letters of permission from the holder of the copyright. The student should prepare him or her self with information in the pamphlet, *Copyright Law and the Doctoral Dissertation: Guidelines to your Legal Rights and Responsibilities* available from ProQuest/UMI.

### Paper, Ink, and Printing.

The final copies need to be submitted on 8.5 x 11 inches 25% cotton acid free fiber bond paper. The paper should have a watermark that reads 25% cotton when held up to the light. All manuscripts must be submitted in black ink. All text must be clear and crisp. A laser or LaserJet printer should be used. Use only one of the APA approved fonts throughout the manuscript. Chapter titles and major headings may be 2 to 4 points larger than the body font.

### Margins.

The left margin is 1 ½ inches to allow for binding, top margin of first page of each new chapter is 2 inches all other margins are 1 inch. All text, including tables, figures, page numbers, Everything must fit within the 6” by 9” image area created by the margins. It is your responsibility to check your printed margins with a ruler to make sure they conform to the required margins. Title and signature pages have specific directions noted on them. Use only left justification for body of the dissertation.

### Spacing.

All text should be double-spaced with the following exceptions:

- Title Page
- Signature Page
- Table of Contents (see APA)
- Block Quotations (see APA)
- Tables and Figures should be single spaced including table and text figure captions, legends, and notes.
- References (single space within entries and double space between entries)
- Appendices may use any spacing

### Page number.

Use lower case Roman numerals to paginate pre-text pages (not title page, signature page, nor abstract are paginated even though they count as i, ii, iii etc.) All other pages must be numbered and fall safely inside the acceptable margins. Page numbers need to be placed in the upper right corner only. All page numbers, including page numbers in the appendices, must be the same font and size as the body font, in plain font style. They must not include periods, hyphens, parentheses, or running page heads. Be sure that at least one double space separates every page number from any text, tables etc. All page numbers are to run consecutively and fall within designated margins. Follow APA Guidelines for paragraphs, headings, avoid widows and orphans etc.

## Oral Defense of the Dissertation

The candidate must defend her/his research and the conclusions and recommendations drawn from it, to the committee in person or by face-to-face technology. The purpose of the defense is to ensure that one is thoroughly competent to articulate, explain, and defend any aspect of the dissertation. The defense is the final presentation and clarification process among you and your committee. The 3<sup>rd</sup> member may participate by conference call instead of in person. The committee chair will decide whether attendees other than the committee will be allowed to ask questions of the candidate.

The candidate should be prepared to explain in detail the rationale for the methods utilized, the results and their interpretation, implications for practice and research, and recommendations. The candidate should be prepared to answer questions on the research and dissertation asked by your committee members. A unanimous vote of all committee members is required for the candidate to pass the dissertation defense for completion of the PhD degree.

## Special Registration for PhD Candidates

**Continuous registration is required until completion of the dissertation.** A PhD candidate who has completed the required 60 credits but who has not completed the dissertation must continue to enroll in OCT 8970 (Dissertation). Such candidate will register for only three (3) credits per semester **each semester**, until his or her committee has signed off on the dissertation. The dissertation is considered completed (**but not final**) only after the candidate has: (1) successfully defended their dissertation, (2) after the post-defense revisions have been approved by the committee, and (3) the dissertation has been signed by all committee members. The dissertation is considered **final** after the copy-edited revisions have been successfully completed, and is then ready for printing and binding. Any candidate who have successfully defended at the end of a term but requires more time into a new term to complete dissertation revisions may register for the 1-credit Continuing Dissertation Service (OCT 7971), rather than the 3-credit OCT 8970.

Candidates will need an approved written leave of absence to waive this continuous registration policy. No faculty or committee members' time will be used regarding dissertation advising, review, approval, or editing during an approved leave of absence. A leave of absence is granted on a semester-to-semester basis based on policies for excused absence.

## Dissertation Requirements and Deadlines

The candidate must allow sufficient time for committee review (15 working days minimum) with each dissertation draft or revision and post defense revisions and review, the final *pre-defense* copy of the dissertation must be submitted to the chairperson and committee members at least 4 weeks before the desired defense date to allow sufficient time for review and approval by all committee members. The defense date can be scheduled only after all committee members agree that the candidate is ready to defend. The defense date must be coordinated with all members of the committee, and should not be scheduled during a university holiday. Candidates may apply for commencement and hooding ceremony if they have successfully defended before the

commencement application deadline. Graduation is held once a year in August, and commencement application deadline has been in May or June. Candidates not meeting the commencement application deadline may apply for commencement the following year. Note that the degree conferral is a separate process from commencement. The Ph.D. degree will be conferred after all program requirements have been fulfilled and after the candidate has applied for the degree.

### **Copy-editing**

The committee approved dissertation must be copy-edited by a program approved copy-editor prior to sending it to the binder. The committee is responsible for the content of the dissertation, but the copy-editor's thorough line by line review assures that the technical details of your dissertation are accurate and consistent, and that your dissertation meets APA style guidelines, as well as the program's format requirements. The candidate is responsible for the costs of copy-editing, and for a high quality dissertation. Check with the program director if a copy-editor from HPD is available.

### **Binding and Submissions**

After the candidate has passed the oral defense and made the required revisions for the completed dissertation, he/she will start routing the signature pages to all committee members for signatures. The candidate will need to determine the total number of copies to be bound (consider copies beyond the required amount). The entire dissertation, to include signature pages, should be printed on the same high-quality, white, acid-free or acid-neutral paper (see Paper, Ink, and Printing section). Binding is to be done only through Anthony Lloret of Dobbs & Brodeur Inc. Bookbinders. Printed dissertations will be shipped to: Dobbs & Brodeur Inc, BookBinders at 1030 East 14th St.; Hialeah, FL 33010; (305) 885-5215, Fax (305) 882-0407. POC is Anthony Lloret.

Inform Dobbs & Brodeur that you are in the NSU OT program, because they do the dissertation binding for all programs at NSU and each program has a different cover format. You will also need to do the electronic submission of the final approved dissertation to ProQuest/UMI. **Five bound copies** will go to: (1) the AOTA Wilma West Library (2) the NSU OT Program, (3) the HPD Library, and (4) the committee chair, and (5) bound copy for the candidate. If the candidate opts for more signed bound copies, then more signature pages will need to be provided to the committee before hand. The chair has the option of receiving an electronic (PDF) or bound copy or both. The student is responsible for all of these costs.

### **Electronic submission through the ProQuest/UMI**

After your copy-edited final dissertation has been approved by your committee chair for printing and binding, you are also required to submit an electronic (unsigned) copy of your dissertation to ProQuest/UMI. Please go to <http://dissertations.umi.com/hpdnova/> to start an account and start the submission process. You will also be given the following options: copyright your submission, have open (free of charge) access to your dissertation, as well as purchase printed copies of your dissertation. Your dissertation will be searchable and retrievable through the ProQuest Dissertations & Theses (PQDT) database (if through a library), or Dissertation Express

at [http://www.proquest.com/products\\_umi/dissertations/disexpress.shtml](http://www.proquest.com/products_umi/dissertations/disexpress.shtml) if not affiliated with a library.

### **Presentation to the Local Community**

The student will present a summary of her/his dissertation research during a doctoral reception to be held the week before graduation (Thursday or Friday). OT program faculty and students, HPD faculty and students, community occupational therapists and chosen family and friends will be invited to attend. A public presentation of the dissertation is a requirement of the program.

### **Peer Reviewed Presentation and/or Publication of Research**

The student will be required to show evidence that she/he has submitted 1) a proposal based on the dissertation research for a national or international level peer-reviewed presentation and/or 2) an article for a national or international level peer-reviewed publication. The chair of the committee and appropriate members **should** be listed as secondary authors and others involved with the study or dissertation may be included in *acknowledgements*. Such an article also must include wording similar to the following: “Based on a dissertation completed in partial fulfillment of the requirements for the PhD from the Occupational Therapy Program at Nova Southeastern University”. Follow the OT Department’s Authorship and Order guidelines and requirements when submitting dissertation-related manuscripts for publication and presenting your dissertation at conferences and meetings. As graduates of the program, we will continue to track your career, and would like to acknowledge your achievements by noting publications, awards, career progression, etc., in our newsletter, so please keep your contact information with us current.

Important note: if the student has not had his or her dissertation research accepted for publication within 12 months of completing the final draft, the chair may submit for publication an article(s) on this research as first author with the student as secondary author and committee members as indicated.



## Occupational Therapy Doctoral Program

### Appointment of Doctoral Committee Form

The following faculty members have been selected by the doctoral student and agree to comprise the doctoral committee for:

Student's Name	Signature	Date

Committee chair	Signature	Date

2 <sup>nd</sup> Member	Signature	Date

The following third member has been approved for the committee:

Member: \_\_\_\_\_

Approved this \_\_\_\_\_ day of \_\_\_\_\_ (month year) by the Committee Chairperson and Director of Doctoral Programs.

\_\_\_\_\_  
Committee Chairperson

\_\_\_\_\_  
Director of Doctoral Programs

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**Proposal for Dissertation Research**

<current date submitted to committee>

<tentative title of dissertation research >

by

<your name>

**Committee Members:**

**Chair:**

\_\_\_\_\_ <type name here below line.

**Faculty Member:**

\_\_\_\_\_ <type name here below line.

**Outside Member:**

\_\_\_\_\_ <type name here below line>



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< 1" right side margin >

<1 1/2 " left margin>

< 1" right side margin >

<2" from top of page> <DISSERTATION TITLE GOES HERE IN ALL CAPITAL LETTERS

by

<Your name goes here without any initials or titles>

Submitted in partial fulfillment of the requirements for the degree of  
**Doctor of Philosophy in Occupational Therapy**  
Occupational Therapy Department  
College of Allied Health and Nursing  
Nova Southeastern University  
Fort Lauderdale, Florida

<Month and year of final approval>

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HEALTH PROFESSIONS DIVISION  
COLLEGE OF ALLIED HEALTH AND NURSING  
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This dissertation, written by <your name> under direction of <his or her> Dissertation Committee, and approved by all of its members, has been pressed to and accepted, in Partial fulfillment of requirements for the degree of

DOCTOR OF PHILOSOPY

<Date>

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