

## **CILT PHD. DISSERTATION PROSPECTUS PROCEDURE**

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Establishing a dissertation topic and committee is the primary goal of the prospectus stage of the dissertation. Students who have successfully completed (i.e., received “passing” evaluations from all comp readers) their comprehensive exam are eligible to engage in the CILT PhD prospectus process.

The PhD prospectus process in the CILT program involves the following two phases:

**PHASE ONE:** The initial phase involves the development and approval of a brief, written overview -- not to exceed five (5) typed pages -- that includes the following seven elements:

1. Clear, succinct explanation of dissertation topic;
2. Persuasive argument as to why the topic is important and interesting;
3. Explanation of research questions to be addressed in the dissertation;
4. Explanation of intended methods and measures used to address the research questions;
5. Description and explanation of intended data sources;
6. Proposed timeline (from project planning, commencement and defense); and
7. Explanation of expected contribution of dissertation to the field.

The prospectus will be evaluated by the student’s advisor(s) and doctoral program coordinator. Upon approval of the prospectus, the student will be eligible for phase two.

### **PHASE TWO:** Establishing Dissertation Committee

Upon receiving approval of the prospectus, the student will be expected to identify and establish a dissertation committee. The procedure for establishing the dissertation committee involves identifying faculty who possess requisite expertise in the topic area to support the student’s dissertation. Students are expected to:

- (a) contact potential committee members;
- (b) briefly explain why the faculty member seems to be a good fit for the dissertation;
- (c) provide a copy of the completed and approved prospectus for the faculty to review;
- (d) schedule a brief meeting with the faculty member to discuss the prospectus;
- (e) request determination by the faculty member whether he or she possess the sufficient expertise and time necessary to support the dissertation as chair or committee member; and
- (f) register names of consenting dissertation committee members with the CILT program (see CILT website “dissertation committee registration “ under “current students”).

The faculty advisor(s), in consultation with the candidate, and the approval of the doctoral program coordinator, confirms the dissertation committee.