Dissertation Proposal & Defense Meeting Checklist:

This checklist is intended to be a guide and may not include every step for each student, however it may provide you some additional guidance in planning for your dissertation proposal and defense meetings.

Prior to Your Dissertation Proposal or Defense:	
Task	*Completed*
Meet with your dissertation chair in order to develop a timeline for your proposal and defense.	
Send out a Doodle Poll with numerous options for meeting times to all members of your committee. Make sure to send this link out early. Meetings will not be held during the fall break, winter break, spring break, or summer breaks.	
You must be registered for dissertation credit at the time of your proposal and defense.	
Gain approval from your *Dissertation Chair* to send out your draft to your committee.	
Submit your draft via email to all members on your committee two weeks prior to your meeting date.	
Confirm with your chair the amount of time you plan to present. (This can vary depending on your chair so make sure to have this confirmed <u>prior</u> to your rehearsal of the presentation.)	
Request a room for your dissertation meeting. You can make this request through the program assistant or from the SOE registrar, Caroline Weaver. Remember to add 15 -30 minutes onto the start time to allow yourself time to set-up.	
Once your room location is determined, visit the room in order to familiarize yourself with its location, set-up, and presentation equipment.	
Contact the SOE IT Staff if assistance is needed for presentation day support.	
Rehearse your presentation keeping in mind your time allocation.	
Remember to send out the room location to your committee members once the room is confirmed.	
Prepare your PPT Presentation for the meeting. Make sure not to use light colored text as many times this is unreadable to the committee.	
Have copies of slides available to all members of your committee. Please make sure that they are "readable" two or three slides on a page is acceptable.	
Try to anticipate if there may be a request for any other information in your meeting such as survey examples or data charts that are not included in the manuscript. Make sure to have at least one copy of these available for your presentation.	
If you are planning to have a phone participant: familiarize yourself to the conference call system in your meeting room. SOE IT may be able to assist you with a quick tutorial prior to your meeting.	
Day of Dissertation Proposal / Defense:	
Plan to arrive at your meeting room 15-30 minutes early in order to set-up.	
Set-Up your computer with the PPT presentation and confirm that the forwarding position works.	
Place a copy of the PPT slides in front of each of the five chairs for each committee member.	
If you have any other information that you anticipate your committee requesting such as survey examples or data charts that are not included in the manuscript have copies available in the center of the table.	
If you have any phone participants remember to call those participants and introduce them to the committee members on campus.	
Typical Format of Meeting	
Your chair will begin the meeting with introductions and steps of the meeting.	
You will present for 20-40 minutes. (The time will be determined by you and your dissertation chair and will be predetermined prior to your meeting.)	
The committee will then ask you questions regarding your study. This questioning period may be approximately 20-40 minutes.	-
You will be asked to leave the room so that the dissertation committee can discuss your oral presentation and written document.	
Your dissertation chair will then ask you to return to the room and you will be informed of your result and what your next research steps will be at that point.	

Possible results of the proposal / defense:

ORAL:	
Pass	
Fail	

PAPER:	
Pass	*No Changes Requested*
Pass w/ Changes	*Changes to the paper are requested and the "Pass" grade will be submitted after your revisions have been submitted and included.*
Fail	*Student will need to make significant changes to the project and will come back to present to the committee again*