

TIME FRAME and Step by Step Guide to the Azrieli Dissertation Process

The following sequence of steps/tasks/requirements describe the process necessary to complete an Azrieli Doctoral Degree. Some steps are optional, or can be completed out of sequence. In addition to providing the steps, potential courses of action ~~are~~ *are* in italics.

While working on the dissertation, students must be registered for Doctoral Seminf-8 (em)-1n1 (emM(t) AND ARE NUMBERED OR LETTERED. THOSE STEPS MUST BE COMPLETED IN SEQUENCE.

PHASE I – TOPIC SELECTION, CONCEPTUALIZATION AND PRELIMINARY SCHOLARSHIP

This can be accomplished at any time after completing the first year of the program. It is highly recommended ~~th~~ students not wait beyond the middle of the second year of the program to first consider dissertation topics and complete preparatory work.

- x Consider a Topic or Area of Inquiry
 - o May be outgrowth of area of study in a course or from one of the doctoral bibliographies you read for a capstone
 - f* Save references and papers from classes – consider choosing related paper topics for several courses to facilitate deeper knowledge in an area of study
 - o May be in conjunction with existing faculty or other research projects/data bases
 - f* consider agencies and programs that may have data on topics of interest to you
 - o May be outgrowth of prior Azrieli dissertations
 - f* Review Azrieli dissertations, consider reading several that interest you. All are available on the YU Library website.
- x Conduct preliminary and brief literature search and review
 - o Ideally, through scholarship in an area, and review of what has already been done in the field, you will uncover a logical and important question to address
 - f* Arrange with YU library for tutorial on “refworks”, on-line searching and other tools useful for lit review
 - f* Familiarize yourself with doctoral bibliographies available on Canvas, read several of the bibliographies
- x Have preliminary discussions/meetings with faculty who share interest in area of study
- x If you are having difficulty at this stage and would like to brainstorm ideas, move from ideas to a more specific but ~~able~~ projects, feel free to reach out to Dean Novick who will arrange to meet with you to explore.

PHASE II – FIND A COMMITTEE CHAIRPERSON AND COMMITTEE

BEFORE YOU ASSEMBLE A COMMITTEE YOU MUST:

- A. Obtain the approval of the doctoral program director
- B. Check that you have no incomplete grades
- C. Have completed at least 1/2 of your coursework (26 credits)

PHASE III – PROPOSAL DEVELOPMENT

BEFORE YOU BEGIN A PROPOSAL:

- A. Have a chairperson in place, who is an Arrieli faculty member
- B.

- a. Engage a statistician, if needed, to complete power analysis, if appropriate. IRB requires a power analysis for quantitative research

3. COMPLETE PROPOSAL AND SHARE WITH COMMITTEE

A complete proposal includes a literature review, methods section, power analysis when appropriate, and references.

Complete guidelines are available at our website under [Student Resources](https://www.yu.edu/sites/default/files/irbfiles/Dissertation%20Writing%20Guide.pdf)
<https://www.yu.edu/sites/default/files/irbfiles/Dissertation%20Writing%20Guide.pdf>

DEFEND PROPOSAL TO COMMITTEE

- a. Proposal defense must be scheduled a minimum of 2 weeks in advance, and at discretion of committee chair
- b. Doctoral program office must be notified of defense date
- c. Student will present a brief synopsis (5 minutes) of project, and respond to comments of the committee
- d. As a result of the defense, all parties should be in agreement as to the nature, breadth and procedure for project, and all parties must complete and sign the [Proposal Defense Form](https://www.yu.edu/azrieli/studentresources) located at our Azrieli Student Resources website
<https://www.yu.edu/azrieli/studentresources>

SUBMIT PROPOSAL TO IRB

Students must have completed the on-line course on Human Subjects Investigation

Students can receive assistance with their submission

PHASE IV – RESEARCH STUDY – DATA COLLECTION AND ANALYSIS

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- i. Reject dissertation
 - ii. Accept with major revisions
 - iii. Accept with minor revisions
 - iv. Accept with no changes
- D. The student is responsible thereafter to implement the changes recommended/required at defense.

It is the student's responsibility to note the comments/concerns/recommendations at the defense, and work with chairperson after the defense to make necessary changes.

(Generally, the committee agrees to have all further edits and changes reviewed and approved by the chairperson alone.)

- E. The student must assure proper formatting of dissertation and submit final copies to the appropriate university official after receiving approval from the Chair.
 - a. The student is responsible for contacting the Office of the Registrar to ascertain current university regulations re: format of final dissertation (i.e. margins, number of hard copies to be submitted), and to submit dissertation and graduation paperwork to the appropriate university offices.
 - b. Graduation/Degree Conferral dates are: May 30, September 30, January 30. The final version must be filed and uploaded by ~~the~~ the ~~conferral~~ conferral date to meet that graduation ~~dat~~ date.
 - c. The student should inform the director of the doctoral program when final materials have been submitted.
- F. MAZAL TOV! ON TO COMMENCEMENT!