

998 – RESEARCH AND DISSERTATION (12 credits)
(Revised January 24, 2010_Academics Dean)

INSTRUCTOR: Chair of Student's Graduate Committee

PREREQUISITES

Participants must have completed all core competency courses before enrolling in any credit-hours of this course. Participants may be enrolled concurrently in 996 – Prelims and their first hours of 998 – Dissertation. Students may proceed with course work in 998 only after passing the Prelim Exam and attaining candidacy status.

BRIEF NEED STATEMENT

A dissertation presents a substantial record of an important aspect of original research. All researchers need to communicate their ideas. The doctoral dissertation provides students with training for such communication with their peers. Such a process ties together the many components students have worked on throughout their studies at HU. Students are required to work independently, setting their own timelines in accordance with the University's structures. Their writing and organizational skills are put to the test because writing a dissertation requires students to think deeply and to organize technical discussion, in addition to presenting convincing ideas and data to the scientific community. Students must also follow guidelines for rigorous, formal presentation of concepts and data, both in writing and orally.

COURSE AUDIENCE

This course is open only to Doctoral students admitted to candidacy following the successful completion of 996 – Preliminary Essays and Examination.

COURSE DELIVERY STYLE

Students must be self-directed during the duration of the dissertation course, even more so than in any previous course. They need to initiate and manage their communications with their Chair and committee members. For the most part, students work with the Chair of their graduate committees to prepare, discuss, and carry out the work on their research and dissertation. They also maintain a group relationship with the three other faculty members on the graduate committee. The course delivery style is as varied as the personalities of the chairs and committee members. The topic of research and methodology for the final project are proposed by the candidate under the direction of the Chair. This initiative permits maximum individualization of the project to the interests of the student. The Chair, in consultation with the Dean of Faculty, will resolve all apparent or perceived discrepancies. The students are asked to take initiative and develop a course of action together with their chair and their committee, as appropriate.

COURSE DESCRIPTION

In the pre-requisite 996 – Prelims, applicants prepare a dissertation proposal and obtain the approval of their committee. Based on this initial document, students gather further supportive materials and conduct extensive reading before undertaking the preparation of the formal research or project proposal. Students are expected to incorporate in that proposal all recommendations agreed upon by the committee as part of the Prelim

exam. Following committee review, participants prepare and submit a final draft of the proposal for formal review by the Chair. All aspects of the research project are governed by university guidelines and the research parameters of the degree field. Each research project that involves possible impact on humans must be approved by the Quantum Institutional Review Board (IRB). Therefore, following admission to candidacy, students must submit a final research protocol to the IRB, after obtaining approval from their Chair.

The dissertation must represent mastery of a body of knowledge and an original contribution to the field of study. The dissertation is expected to conform to an approved manual of style and the University guidelines, including proper referencing of the literature.

The students are required to participate in an oral defense of their project with their committee in a 90-minute telephone conference call. The Dean of Faculty may also sit in on the defense. With approval of the Chair, candidates may also invite others to sit in on the defense at the candidate's own expense. Following the defense, students are required to make their final changes and edits in accordance with the decisions made by the Committee during the oral defense. The Chair must sign off on the final version of the dissertation the student submits for graduation.

Procedures, timelines, and deadlines for various submissions must be followed by the students as outlined below in the section on Timelines and Deadlines, as well as in the catalog.

Students may not enroll in more than 9 hours (of the 12 hours required) of dissertation per semester. Once a graduate student at HU enters into 998 – Research and Dissertation, continuous enrollment for a minimum of three credit-hours is required each semester until all the degree requirements are fulfilled. (See section in the most current Catalog under Continuous Enrollment).

COURSE TOPICS

- Building effective dissertation proposals
- Selecting and narrowing a research topic
- Justification of need for the project
- Establishing an effective research plan
- Selecting an appropriate research methodology
- Producing scholarly writing in edited format according to style guides
- Building the academic argument and scholarly presentation
- Presenting and interpreting valid findings
- Testing the results
- Identifying limitations of the study
- Drawing appropriate conclusions
- Deriving recommendations

COURSE OBJECTIVES

The cornerstone of graduate study, after all preparatory coursework is completed, is the final project. It may take any of several forms, quantitative, qualitative, or participatory

action research, or a major project demonstrating excellence, depending upon the expectations of the program faculty. In whatever form it takes, it must represent scholarly work by the participant. At the doctoral level, it is an original contribution to the field. In most cases, the final project will take the form of a standard “traditional” academic dissertation. The document will conform to the guidelines of the University, the expectations of faculty, the *Chicago Manual of Style* and a Microsoft Word Formatting Template. The **Dissertation Template** can be requested from the Dean of Faculty. A **tutorial** on the use of the template will be offered each semester. ***Those students planning to format their own dissertations must write the Dean of Faculty about the date of the tutorial and then plan to attend.***

This research course is intended to empower graduate students to:

1. Plan effectively and prepare completely a major work of research (or a major project in lieu of research only when approved by the Executive Committee) which permits the demonstration of excellence within the student’s general area of study;
2. State a problem or formulate a hypothesis for the study and research;
3. Prepare an overall design of a project, an experiment or a critical analysis and synthesis in the chosen field of study;
4. Present, synthesize, and analyze past research related to the chosen topic;
5. Position the topic in the larger field of Integrative and Energetic Healthcare and Spiritual Healing;
6. Execute the effective interpretation of data and information from the planned study – help of a professional statistician is allowed;
7. Employ techniques for drawing valid conclusions;
8. Demonstrate appropriate and effective reporting of results to other scholars within the field of study;
9. Demonstrate knowledge and expertise on the subject of research in the broader context of Integrative and Energetic Healthcare and Spiritual Healing in oral and written discourse; and
10. Integrate the guidelines governing the structuring of the academic argument, the presentation of the scholarly discussion, and the formatting of the document.

SUGGESTED GUIDELINES FOR COMPLETION OF WORK

The following are some ***tentative guidelines*** for how to proceed with the work. When in doubt, candidates are strongly encouraged to check with their Chairs first, after having consulted all available and recommended resources!

Consult the section on **Absolute Deadlines for Defense and Final Manuscript** on the HU website Calendar and in the **Key Dates** Document on the web.

Download also the Dissertation Manual from the Web site (www.HolosUniversity.org) for more detailed information.

STEP #1:

Initiate telephone contact with the Chair for the purpose of clarifying the plan of action for the course, which will include regular contact with your Chair and your committee.

STEP #2:

Develop a written plan of action and forward it to your Chair and the committee members. Continue the work already under way from Capstone and Prelims and further conceptualize the dissertation. Begin fine-tuning the literature review, the bibliography, and the methodology. Maintain journal notations related to the salient points of the conceptualization.

STEP #3

Get the approval of the Chair to submit the proposed research to your committee along with all other documents prepared thus far. Once you have your committee's approval, prepare the necessary documents for the Institutional Review Board (IRB). Read the catalog for more information on the subject. Ask the Executive Secretary at Holos Institutes of Health, who will be forwarding the appropriate information to you, for the documents you will need in order to submit your research proposal to the IRB. Copy your Chair on any of the E-mail exchanges: HIH Ex. Secretary: Jody Trotter jody@holosinstitutesofhealth.com

STEP #4:

Once your Chair has approved your IRB proposal, send it to your committee members for their final input. Submit all required documents to the IRB for approval of your research project. Only upon receipt of IRB approval, may you begin the research project. Check for IRB deadlines in the KEY DATES document on the Web. <http://www.holosuniversity.org/template.php?id=147>

STEP #5:

Design the proposed manuscript outline, finalize your Literature Review and conduct the research.

STEP #6:

Your chair may require submission of individual chapters and sub-chapters at various points. Committee members may also request to receive certain chapters after initial completion before you have finished the entire dissertation draft. Ask your committee for their preferences. If your writing requires excessive editing by the Chair, you may be advised to employ an editor. Do not submit a manuscript before using "spellcheck". ***Take time to read your draft out loud to a volunteer – in doing this you will be made aware of the places that lack clarity.***

Submit your best draft version of the Dissertation package to your Chair – be sure to follow the deadline dates for this submission. **Allow more time than you think you will need so that you can remain within the parameters of the established deadlines.**

STEP #7:

Make final changes in the documents recommended by the Chair and, with the Chair's approval, submit the near-final draft of the Dissertation package for review and approval by the entire committee. ***Be sure to plan to do this by the published deadline!*** These deadlines are set in order to allow the Committee time to thoroughly review the document and offer feedback.

STEP #8:

Respond to feedback received from the committee.

STEP #9:

Arrange with your Chair to schedule the defense and send the final draft of dissertation to all members of the committee. Make sure you allow for *plenty of time* to arrive at a suitable date for all individuals involved. Consult the web Calendar for specific deadline dates for the defense.

STEP #10:

Defend the dissertation. Following the defense, make any final changes in the manuscript suggested by the committee. The final dissertation document must be approved by all members of the student's graduate committee.

STEP #11:

Once the candidate has passed the Final Oral Exam:

- 1. Confirmation of the student's having passed the exam is sent by the student's Chair to the Registrar with a copy to the Dean of Academics.**
2. The student is then required to send the final electronic MS Word copy (with any final changes) to the Dean of Academics and a copy of the final manuscript on a CD to the Registrar.
3. A bound copy of the Final Dissertation is sent to the Registrar.
4. For those wishing to participate in the graduation ceremony, the above requirements must be fulfilled in September and March (According to the dates published in the KEY DATES document available for download from the HU Website). On rare occasion there may be exceptions granted for an extension, but in no case may a student participate in graduation until the Dean has received the final electronic manuscript and the Registrar has received a CD of the final manuscript. Exceptions must be granted prior to the manuscript deadline.
5. Students then send two CD copies of the manuscript to the Bindery.
6. Once students have fulfilled the above requirements they should call the Registrar and arrange for their caps, gowns, and hoods if they plan to participate in the graduation ceremony. The deadline for notifying the Registrar and ordering caps and gowns is August 8th and February 8th respectively.
7. The bound copy must arrive at the HU Office by September 20th and March 20th.

PUBLISHING THE MANUSCRIPT: Up to this time, the Executive Committee has occasionally granted exceptions to students who requested not to publish their manuscripts on the HU website. Beginning with students who enter the program in the Fall Semester of 2009, these exceptions will no longer be granted. **All** Dissertations will

be published on the HU Library Website as part of the requirements for receiving the degree.

Beginning in September, 2009 the Executive Committee will be less inclined to approve requests not to publish on the Website.

This assures that students fulfill the normal graduate school requirement that manuscripts be published as part of the granting of the degree. Because the University has no mechanism for making the Bound copy of the dissertation available to the public, submitting the bound dissertation does not fulfill this requirement.

If another committee member requests a copy of the final thesis or dissertation, following final approval, it is the responsibility of the student to arrange and pay for this. This is worked out on an individual basis, and the University has no hard and fast policy regarding provision of bound copies to faculty, except that students abide by the expectations of each member of the Faculty Committee.

Contact information for the prescribed bindery and other details are provided on the University Web site in the site map guide under : Resources: Text and Bindery.

STEP #12

Notify the Registrar's office of your intent to graduate by the deadline printed in the KEY DATES document. Verify, and adhere to the deadlines and requirements for graduation as outlined in the KEY DATES document.

FINAL STEP:

You will receive a course evaluation form. Complete and return your FINAL HU evaluation form.

IMPORTANT TIMELINES AND DEADLINES

The candidate must pass an oral defense of the dissertation, which is the candidate's financial responsibility. The scheduling of a telephone conference exam will be handled by the Chair of the graduate student's committee. The Dean Faculty and Academics or a representative may attend the defense. The candidate is also welcome to invite others to the defense at the expense of the candidate. The defense must be set with at least *two weeks* notice after the committee has received a copy of the near-final draft of the completed study – however, due to possible scheduling challenges, you are advised to plan far ahead. Such exams may not be scheduled on Saturday, Sunday, or national holidays. If candidates or committee members are not from the US, an effort will be made to honor their national holidays as well. It is the responsibility of the candidate to make sure that any and all materials necessary for the faculty members to conduct the exam are on the computer of the faculty members in readable form at least ten days prior to the exam. If a committee member requests a hard copy of the dissertation, it is the candidate's responsibility to see that it reaches that member within the same time frame. **It is the responsibility of the committee chair to poll the committee and verify at least 48 hours before the exam that each member of the committee agrees that the necessary materials for the exam are acceptable and that the exam may proceed.** Otherwise, the student will be informed of the necessity to postpone the exam. Any exceptions must be approved by the Executive Committee. The final dissertation document must be approved by the members of the student's graduate committee.

Consult the ABSOLUTE DEADLINES for Manuscript submissions and defense for **graduation in the KEY DATES document.**

FACULTY-STUDENT COMMUNICATIONS

Telephone Contacts. The student will initiate a telephone conference with the committee Chair within one week of enrollment to clarify a plan of action for the course. This initial contact will help reconnect the student and instructor with one another, and permit the transmission of clear expectations for completion of course requirements. **At least a monthly telephone contact, at the student's expense, is suggested to be continued for the duration of the course. In some instances, it will be a weekly contact.** Contact with the committee members is also strongly encouraged.

E-mail Communications. Effective communication is a two-way stream and of utmost importance when working independently on such an important project as dissertation research. Regular E-mail communications between student and instructor are expected to be initiated by the student and continued for the duration of the course. E-mail communication may require up to three or more exchanges per week. E-mail exchanges among student and committee members are also encouraged. Always copy the Chair on all communications for easier and more consistent flow of information.

- Faculty and students are to keep one other informed if unable to communicate by E-mail or phone due to traveling or other extenuating circumstances.
- After the initial contact is made via an E-mail message, wait for three days for a response. If you have not received a response, retransmit your E-mail and make telephone contact. Make sure to leave a voice message.
- If you have not received a response after two additional days, redirect your transmission to the Dean of Faculty or the Dean of Academics. That means send the E-mail again and copy the Dean of Faculty or the Dean of Academics on your E-mail. Make sure the transmission includes previous communication efforts.

Alternative Communications. Students may send communications and materials via postal service and fax, as appropriate or requested by the Chair or a committee member.

FACULTY CONTACT INFORMATION

The Chair of the student's graduate committee is the principal contact.

COURSE GRADING DETERMINANTS

A grade of Satisfactory will be assigned by the participant's Chair to any semester in which there is satisfactory progress but the course is not completed; and such grades will be changed to B, A, or Honors once the final dissertation defense is completed. Three of the four committee members must approve the dissertation defense to recommend graduation. The final grade, based on the written and oral work, is determined by the entire committee immediately after the defense and communicated to the candidate **ONLY AFTER** the candidate has submitted a course evaluation. Graduation with Honors requires a unanimous decision. Following the defense, the

candidates are advised as to whether they passed or failed the defense and will be given a detailed statement of what, if anything, must be changed to make the dissertation acceptable. The final grade will be given once all the requirements for the 998 – Dissertation course have been fulfilled.

REQUIRED COURSE MATERIALS

Participants are required to make use of the materials provided or required by the University, as follows in this syllabus. It is highly recommended that participants also select a dissertation research guide and a writing guide to support their project and preparation of the manuscript.

Required Materials Provided by the University

Dissertation template – available through the Dean of Faculty University Catalogue www.HolosUniversity.org

Required Support Materials:

1. The electronic version of the Chicago Manual of Style. Purchase and download from the internet: www.chicagomanualofstyle.org
2. Harris, Robert. *Using Sources Effectively: Strengthening Your Writing and Avoiding Plagiarism*. 2nd ed. Glendale, CA: Pycszak Publishing, 2005.
3. Galvan, Jose. *Writing Literature Reviews: A Guide for Students of the Social and Behavioral Sciences*. 3rd ed. Glendale, CA: Pycszak Publishing, 2006.
4. Glatthorn, Allan and Randy Joyner. *Writing the Winning Thesis or Dissertation: A Step-by-Step Guide*. 2nd ed. Thousand Oaks, CA: Corwin Press, 2005.

SUPPLEMENTAL LEARNING RESOURCES

Recommended Dissertation Research and Style Guides

- Baker, S. *The Practical Stylist*, 5th edition. New York: NY: Harper Collins, 1981.
- Barzun, J. *On Writing, Editing and Publishing: Essays, Explicative, Hortatory*. Chicago, IL: University of Chicago Press, 1986.
- Cone, John D. and Sharon L. Foster, *Dissertations and Theses from Start to Finish: Psychology and Related Fields*. 2nd ed., American Psychological Association, 2006. ISBN 978-1-59147-362-6.
- Cook, C.K. *Line by Line: How to Edit Your Own Writing*. Boston, MA: Houghton Mifflin, 1985.
- Davis, Gordon B. and Parker, Clyde A. *Writing the Doctoral Dissertation: A Systemic Approach*. Woodbury, NY: Barron's Educational Series, 1997.
- Growers, E. *The Complete Plain Words*. New York, NY: Penguin Books, 1962.
- Leggett, G., D.D., Mead, and W. Charvat. *Prentice-Hall Handbook for Writers*. 10th edition. Englewood Cliffs, NJ: Prentice-Hall, 1988.
- Madsen, David. *Successful Dissertations and Theses: A Guide to Graduate Student Research from Proposal to Completion*. 2nd edition. San Francisco, CA: Jossey-Bass Publishers, 1992.

McCrimmon, J. *Writing With a Purpose*. 9th edition. Boston, MA: Houghton, Mifflin, 1988.

Meloy, Judith M. *Writing the Qualitative Dissertation: Understanding by Doing*. Lawrence Erlbaum Association. ISBN 0805814175.

Sternberg, David. *How to Complete and Survive a Doctoral Dissertation*. New York, NY: St. Martin's Press, 1981. ISBN 0312396066.

Strunk, W., Jr. and E. B. White. *The Elements of Style*. Fourth edition. New York, NY: Longman, 2000.

Williams, J. M. *Style: Toward Clarity and Grace*. Chicago, IL: University of Chicago Press, 1990.

English Grammar Resources

Moss, Norman. *British/American Language Dictionary: For More Effective Communication between Americans and Britons*. ISBN: 0844291161.

Peters, Pam. *The Cambridge Australian English Style Guide*. ISBN: 0521434017.

Princeton Language Institute. *21st Century Grammar Handbook*. ISBN 0440215080.

Stilman, Anne. *Grammatically Correct: The Writer's Essential Guide to Punctuation*. ISBN: 0898797764.