



Sausalito California USA
EnergyMedicineUniversity.org

THESIS/DISSERTATION CHECKLIST

Student Name:

MS or PhD Program:

Concentration:

Date:

- This checklist is to be used as a student submission form. Submit to the Registrar.
- Students are to utilize this checklist as a supplemental guide in conjunction with the Thesis/Dissertation phase syllabi.
- Students are required to perform a thorough and comprehensive reading of the Student Handbook sections pertaining to the Thesis/Dissertation process.

1] Choose your Thesis/Dissertation Committee Members

Choose your Thesis/Dissertation Committee Members several semesters before you enter the Thesis/Dissertation phase. It is your responsibility to invite Committee Members to sit on your committee as your advisors. These scholars will support you through the Thesis/Dissertation phase. It is mandatory that Committee meetings be convened with all the Committee Members present. In addition, all communications via email regarding the students Thesis/Dissertation shall include all the Committee Members. It is the Chair's responsibility that this requirement for joint communication be upheld.

- Thesis Committee is comprised of two EMU professors. One Chair and one member.
- Dissertation Committee is comprised of three members one Chair and two members. Of whom two must be EMU professors the third can be a scholar from another institution who is versed in the thesis/dissertation topic. Or all three members can be EMU professors.

DATE COMPLETED:

2] Fill out the Thesis/Dissertation Committee Form

After choosing your Committee Members fill out the Thesis/Dissertation Committee Members online form found on the Student Only page of the EMU website.

DATE COMPLETED:

3] Preparation for Thesis/Dissertation Phase

- I. Fully read all the Thesis/Dissertation phase syllabi.
- II. Dissertation students fully read EMP 990 Appendix: Doctorate Course Completion Timetable. Thesis students fully read the Thesis Guidelines
- III. Read the Student Handbook sections pertaining to the Thesis/Dissertation phase.
- IV. Obtain a hard copy of a bound Thesis and/or Dissertation to review. Suggestion – borrow one from a colleague or a local library. This is mandatory. Note the title, date and author of the Thesis/Dissertation. Place that information here:
- V. From these readings prepare notes to present to your Committee Members.

DATE COMPLETED:

4] In initial communication with Thesis/Dissertation Committee Members

- I. Present your proposed research topic. Include in your presentation:
 - a) Conceptual rationale for the study – your major terms and concepts.
 - b) Relationship of study and concepts to existing theory and research. You should define your major terms and concepts and explain the issues you are interested in researching and provide some explanation of how these terms, issues and concepts appear in the literature and what previous studies have been found.
 - c) Describe the major and secondary questions that your work seeks to understand/explore. Clarify relationship of your questions to your own experiences, and research purposes.
 - d) Explain why you are interested in it. Explain potential validity threats based on who you are and what you will do with the results, as in publishing or teaching.
 - e) Reflect on any ethical considerations and possible need for IRB approval.
- II. Discussion of type of study. Explore which research methods and methodology will support your research – qualitative or quantitative. Clarify which EMU Research and Statistics course will support your research design and the best sequence of courses.
- III. Revise your Program Plan Form if needed.

DATE COMPLETED:

5] APA Checklists

In preparation of your Thesis/Dissertation manuscript submission to committee members follow the “APA Checklist for Manuscript Submission” found in your APA Manual. This information is also in the Student Handbook. An online version is found here:

<http://www.apa.org/pubs/authors/manuscript-check.aspx>

DATE COMPLETED:

6] Academic Review Board (ARB) Checklist

Download the Doctoral Dissertation Approval Board (DDAB) or the Thesis Approval Board form found on the Student Only page on EMU website and follow the instructions. The DDAB/TAB will review your Proposal following this guideline. Use the form as a checklist to guide you through the different aspects of each Chapter of your manuscript. Your Proposal will have to meet each criterion.

DATE ARB CHECKLIST COMPLETED:

7] Institutional Review Board (IRB)

If Institutional Review Board approval is needed download the IRB form found on the Student Only page on EMU website and follow the instructions.

TITLE OF THESIS/DISSERTATION:

DATE OF SUBMISSION:

NAME OF IRB:

IRB DECISION AND DATE:

8] Collaborative IRB Training Initiative in the Protection of Human Research Subjects (CITI)

Before you proceed with the IRB form you must take a brief online training seminar. Complete the CITI and email completion certification to the Registrar.

Directions to register for CITI:

After advice by your Committee about which CITI course to take, either Human Subjects Research (HSR) or Responsible Conduct of Research (RCR), go to the webpage information below; look at the top right of the page and click on “Register” link. Note that there is a fee for the course that student pays directly to the CITI organization.

Human Subjects Research (HSR)

<https://www.citiprogram.org/index.cfm?pageID=86>

Responsible Conduct of Research (RCR)

<https://www.citiprogram.org/index.cfm?pageID=265>

DATE CITI SEMINAR COMPLETED:

9] Thesis/Dissertation Proposal

Formal EMP 880 Thesis Proposal/EMP 980 Dissertation proposal.

TITLE OF THESIS/DISSERTATION:

DATE COMPLETED:

COMMITTEE DECISION:

10] Thesis/Dissertation Research and Writing

EMP 890 Thesis /EMP 990 Dissertation students complete their thesis/dissertation research manuscript writing under supervision of their committee. In order to achieve a scholarly manuscript this course often continues for multiple semesters.

11] APA Professional Editor

Engage the services of a professional Thesis/Dissertation manuscript editor for your thesis/dissertation research manuscript. This must be completed before you formally present it in your EMP 891 Thesis Oral Review/EMP 991 Dissertation Defense.

DATE COMPLETED:

12] Manuscript Reviews

During the Thesis/Dissertation writing obtain three reviews of your manuscript from fellow students, colleagues or experts in the field. These are not reviews by your committee members.

DATE COMPLETED #1:

Name and title of reviewer:

DATE COMPLETED #2:

Name and title of reviewer:

DATE COMPLETED #3:

Name and title of reviewer:

13] Submit Thesis/Dissertation to Committee

Submission for review of your Thesis/Dissertation manuscript to committee members:

DATE OF SUBMISSION #1:

DATE OF SUBMISSION #2:

DATE OF SUBMISSION #3:

DATE OF SUBMISSION #4:

ADD more dates as needed:

14] Thesis Oral Review/Dissertation Defense

EMP 891 Thesis Oral Review/EMP 991 Dissertation Defense

TITLE OF THESIS/DISSERTATION:

DATE COMPLETED:

COMMITTEE DECISION:

15] Submission of Thesis Oral Review/Dissertation Defense

Electronic recording or verbatim written document of the EMP 891 Thesis Oral Review/EMP 991 Dissertation Defense delivered to EMU Office of the Registrar.

DATE DELIVERED:

VIA INSURED POSTAL MAIL:

VIA ELECTRONIC DELIVERY:

16] Signature Page

Obtain Signature Page to be placed in the bound manuscript. Wet signed by Chair and Committee Members.

DATE COMPLETED:

17] Bound copies

Bound copy of Thesis/Dissertation postal mailed to EMU

DATE MAILED:

Bound copy of Thesis/Dissertation mailed to Committee Members

DATE MAILED: