

## **Department of Applied Psychology: Dissertation Proposal Guide**

1. Your dissertation committee must be officially appointed and on file with the Office of Research and Doctoral Studies (Pless Hall, 5<sup>th</sup> Floor).
2. Once your committee approves your proposal, submit **TWO** hard copies of the following to the Office of Research and Doctoral Studies and **ONE** hard copy to the academic manager, Victoria Brunkhorst (Kimball Hall, 8<sup>th</sup> floor):
  - a. The Dissertation Proposal Cover Sheet signed by all members of your dissertation committee
  - b. Your dissertation proposal
3. The academic manager appoints two readers from the department and provides their names to the dissertation chair.
4. Provide your dissertation chair with 4-5 potential dates for the review to be held.
5. Your dissertation chair schedules your proposal review with your appointed readers and informs the academic manager of the date the review will be held.
6. Provide your readers with a copy of your dissertation proposal.
7. Proposal review takes place.
8. Make any proposal revisions based on feedback from readers.
9. Submit the signed Proposal Review Outcome form to the Office of Research and Doctoral Studies and provide a copy to the academic manager. If the panel recommends revisions, revisions should be attached to the Proposal Review Outcome form. If revisions are substantive and need to be responded to in writing by the candidate, the candidate's response should be included, as well.

### **FAQ**

#### *When can a proposal review be held?*

Proposal reviews may take place each academic year from September 1 through June 30. Readers must be requested and appointed by May 15 for late June proposal reviews to ensure availability of the readers. For students who do not meet the May 15 deadline, the second week of September will be the earliest time they can expect their proposal review to be held.

#### *How are readers assigned?*

The doctoral student's dissertation chair will send a message to the academic manager (Victoria Brunkhorst, [vjb228@nyu.edu](mailto:vjb228@nyu.edu)) requesting the names of potential readers. Using an alphabetized list of faculty, the academic manager will propose the next two names on the list (faculty who have not served in the current "run through" of the list).

The dissertation chair will accept these suggestions and proceed to schedule a proposal review, or address a request to the department chair that one or more of the names be skipped for scholarly reasons (past disagreement about methodology, for example). If an agreement is reached that a name should be replaced, the academic manager will provide the next name on the list. Any other exceptions sought by the dissertation chair or the potential readers should be addressed to the Chair of the Department by the dissertation chair.

#### *How long will it take before a proposal review is scheduled?*

Depending on the flexibility of the readers' schedules, the proposal review can be scheduled within 2-4 weeks. When submitting the required documents to the academic manager, the student should also send the dissertation chair 4-5 potential dates for the review to take place.

#### *Who needs to be at the review?*

The dissertation chair, the readers, and the student must be at the review. Committee members are welcome, but not required, to attend.

#### *How long should the written dissertation proposal be?*

The dissertation proposal should be no more than 40 pages in length, including tables, but excluding measures, references, etc. Students who opt for the Journal Article Format should follow the guidelines found here: [Journal Article Dissertation Guidelines](#).

#### *What is the format of the review?*

Students can expect to present for about 10 minutes, followed by about 50 minutes of discussion.

#### *Where can a student get more information about dissertation proposal?*

The Office of Research and Doctoral Studies maintains a comprehensive website:

<http://steinhardt.nyu.edu/doctoral/dissertation/#dissertationproposal>

#### *What forms are needed?*

All forms can be found: <http://steinhardt.nyu.edu/doctoral/forms/>. The Dissertation Proposal Cover Sheet can be found: [http://steinhardt.nyu.edu/scmsAdmin/media/users/nch1/Dissertation\\_Proposal\\_Cover\\_Sheet.pdf](http://steinhardt.nyu.edu/scmsAdmin/media/users/nch1/Dissertation_Proposal_Cover_Sheet.pdf). The Proposal Review Outcome Form can be found: [http://steinhardt.nyu.edu/scmsAdmin/media/users/nch1/Proposal\\_Review\\_Outcome.pdf](http://steinhardt.nyu.edu/scmsAdmin/media/users/nch1/Proposal_Review_Outcome.pdf).