

DISSERTATION GUIDELINES
PH.D. IN TECHNOLOGY MANAGEMENT

(Approved 06/03)
(Revised 09/09)

Dissertation Committee. This committee's membership will normally be the same as that of the Program Planning Committee plus two additional members, with the Chair of Dissertation committee being selected from the committee by the candidate. The Chair of the Dissertation Committee can be the Program Planning Committee Chairperson or an approved graduate faculty member, with "Full" status. Voting composition shall be five members with one member from outside of the Specialization Area of the candidate. The composition of the committee must have the approval of the Home Campus Program Ph.D. Coordinator and the Ph.D. Graduate Program Director (ISU).

The Indiana State University Bulletin, Graduate Catalog (current edition) is a primary document in defining the procedures and requirements for the dissertation completion process.

A dissertation, the result of original investigation that makes a contribution to knowledge of sufficient significance to justify its publication, is required of all candidates for the Ph. D. in Technology Management. The dissertation requires the equivalent of at least two semesters of full-time work. 18 semester hours of Dissertation / Research credits are required.

- The student must be admitted to Candidacy prior to registering for dissertation credit and is required after the Dissertation Proposal has been approved.
- 18 hours of Dissertation / Research credits are required. Candidates must register for 9 semester hours of Dissertation credit at Indiana State University in SOT 899 at 3 credits per course. Registration for the additional 9 semester hours are required from the university where the Chair of the Dissertation Committee resides.
- Continuous Registration is required if all course work is completed but the dissertation has not been approved.

DISSERTATION

I. Dissertation Proposal

The development of the dissertation proposal requires the application of many of the research skills that have been developed throughout the program. Selecting a topic requires considerable communication between you and the Director of the Dissertation.

- **Appropriate Topics:** The topic selected must be strongly related to the Technical Specialization and framed within the curriculum of the program.
- **Topic Identification:** Develop (2 – 3 page) prospectus with major advisor to identify potential topic(s). Upon prospectus development, candidate works with chair to identify appropriate committee membership.
- **Developing the Proposal:** The full dissertation proposal defines the intended study. It is comprehensive and inclusive of those areas commonly included in Chapters 1, 2, and 3 of the dissertation such as clear statement of the problem, identified need, supportive literature and methodology. It is written in the future tense. The length will be dictated by the proposed topic, committee-required depth of review of existing literature and research design.
 1. Formal Approval of the proposal can be accomplished only after Admission to Candidacy has been achieved.
 2. The **APPROVAL OF DISSERTATION PROPOSAL (PhD. In Technology Management) form** must be completed in a Dissertation Committee meeting with original signatures. This is a formal meeting attended by or in communication link with all members of the dissertation committee. Unanimous support of the Dissertation Committee is required for approval.
 3. Registration for dissertation credit must follow approval of the dissertation proposal and be continuous from that semester until completion of the dissertation.

II. Writing The Dissertation

The dissertation shall follow Indiana State University's **Handbook for Thesis and Dissertations** which includes policies for completion of the dissertation:

<http://www-isu.indstate.edu/sogs/GradNewtemp/hbooks1/home.html>

III. Dissertation Defense

The defense of the dissertation is an opportunity for the student to present in a public forum the results of the completed research. The defense meeting is open to the

interested public and must be attended by the candidate on the Home University campus. Additional distance communication technologies shall be used to assure that all dissertation committee members are given the opportunity to participate in the final defense of the dissertation.

- The Dissertation Defense should occur at least 7 weeks prior to the anticipated date of graduation.
- Copies of the dissertation should be distributed to all committee members at least 2 weeks prior to the established date of oral defense. These copies must be provided in the format identified by each committee member, either electronic or hard copy.
- The Candidate establishes the time and place of the oral defense in concert with the Director of the Dissertation and the Committee Members.
- Scheduling information, location, candidate and dissertation title must be published in the *Academic Notes* at Indiana State University (Information is sent by the Candidate to the College of Graduate and Professional Studies for inclusion in Academic Notes.) at least two weeks in advance of the meeting date. A similar publication of the established date should be done at the Home University.
- The **Approval of Dissertation Defense (Ph.D. in Technology Management)** form shall be completed upon the satisfaction of all members of the committee. Original signatures are required on all copies of this form.
- Manuscript quality is the responsibility of the candidate. The Candidate is responsible for all corrections suggested by the committee and the dissertation editor.

IV. Final Dissertation Copy

The completed dissertation is submitted to the Ph.D. Program Director and the Dean of the College of Graduate and Professional Studies at Indiana State University. The Dissertation Defense form (with original signatures) must be included. **Electronic Thesis and Dissertation—optional beginning fall 2009, required January 1, 2010. Visit the following site to get details:**
<http://www.indstate.edu/sogs/Students.htm>

- Printed copy distribution shall be:
 - One copy to the Director of the Ph.D. in Technology Management.
 - 2 copies will be sent to the Home University in care of the Ph.D. in Technology Management campus Coordinator.
 - Fees to cover binding, mailing, microfilming, and publication of the abstract in *Dissertation Abstracts* must be paid to the Office of the Controller at Indiana State University by the student. An additional fee is required if copyright is secured.
- Additional Copies:
 - One copy must be provided to each member of the Dissertation Committee in the format of his/her choice.