



Psy.D. CLINICAL PSYCHOLOGY PROGRAM

DISSERTATION MANUAL

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INTRODUCTION

This manual provides specific guidelines to be followed in completing the dissertation component of their doctoral program. Although the manual intends to describe the process in a sequential manner, we acknowledge that no document can address every type of problem, and/or dilemma that may arise during the completion of a dissertation project. Nonetheless, by closely following the steps herewith described, we hope to help each student make of their dissertation process, a positive and growth-enhancing experience.

The faculty also acknowledges that doctoral dissertations usually are social events that involve many persons within a support system. In addition to the student, the process involves the dissertation committee and other faculty members, statistical and software consultants, all research subjects, the student's spouse and/or relatives, typists, editors, etc. These persons are involved at different stages of the process and are welcome to participate and to assist the student with his/her dissertation project. However, all intellectual contributions and assistance with scientific processes need to be expressly recognized by the student. Ideas borrowed from other writers will be acknowledged, always. Intellectual honesty is therefore at the cornerstone of this process. Collaboration between all those described above therefore implies responsibility and professional/personal integrity from the student.

Our program's philosophy also holds that the dissertation process is an in-depth learning experience through which the student practices many of the scholarly skills and scientific procedures learned throughout their exposure to our curriculum. Therefore, the members of the Dissertation Committee assume a professor/mentor role with the specific mandate of making this learning process as rewarding and pleasant as possible for all involved.

This manual will be modified periodically to accommodate those changes dictated by experience. Honest feedback about the policies and procedures here presented from all persons involved in dissertation processes will be a crucial component of this continuous improvement effort.

The administration of the Psy.D. Clinical Psychology Program (PsyD-CPP) wishes that the dissertation process constitutes an enriching and pleasurable experience. This activity will hopefully open new doors and opportunities for the student. At the end of the process, each student should be well versed in the specific area of knowledge studied or researched. This we hold as the primary objective of the dissertation project.

EDUCATIONAL GOALS OF THE DOCTORAL DISSERTATION PROCESS

Through this component of the doctoral program the student will be able to:

- A. Acquire detailed knowledge and skills in a specific area of interest related to Professional Psychology.
- B. Demonstrate intellectual curiosity and scholarly skills through the capacity to select a specific problem relevant to the field of Psychology or of Professional Psychology.
- C. Develop specialized and marketable skills in a clinical area or develop an action program with the potential to be implemented.
- D. Develop expertise in a theoretical or scientific area of knowledge related to human behavior.
- E. Demonstrate the capacity to study a problem in a scientific or scholarly manner and to analyze the data according to verifiable and established methods of inquiry or research.
- F. Complete a research project of social and/or scientific relevance that benefits the student in initiating their career as a Psychologist and the community at large, or an identified segment of the community.

THE DISSERTATION COMMITTEE

Composition

In an attempt to facilitate the process of consultation and elaboration of the dissertation process, the Dissertation Committee (D.C.) will have two members. These will be identified as a *Dissertation Advisor (DA)* and a *Dissertation Reader (DR)*.

Roles and Responsibilities of the Members of D.C.

The general role of all D.C. members is to assist each student in producing a scholarly and scientifically sound product, which is a contribution to science and to society and which enhances the student's professional skills and theoretical data base. Therefore, each member is committed to facilitate the dissertation process through his or her sound and thoughtful advice and to keep the student motivated with the learning process inherent to the process. A list of the program's faculty and of their research interest is available in Appendix A.

Dissertation Advisor

The Dissertation Advisor (DA) is the person with the primary responsibility to guide the student through the dissertation process. The DA is usually knowledgeable of the field that provides the theoretical background to the dissertation or on the methodological approach needed to address the specific topic of the project. Therefore, it is the DA who

most closely works with the student in all phases of the process. The DA will be a faculty member of PHSU. In addition to overseeing all aspects of the dissertation process, the DA also performs the following duties:

1. Verify that all forms related to the Dissertation Process are completed and filed in the student's departmental record.
2. Approve all relevant aspects of the process, especially of the prospectus, authorization to engage in data gathering, final approval of presentation and certification of completion of the dissertation requirement.
3. Chair all relevant meetings, especially the Dissertation Presentation (Defense) meeting.
4. Certify, together with the Dissertation Reader, that the dissertation process has been officially concluded and that all requirements have been fully satisfied.

The selection of the DA is made official only after the corresponding form is completed and filed in the student's record. The DA Selection Form may be found in the Appendix C of this manual.

Dissertation Reader

The Dissertation Reader (DR) will collaborate with the DA in assisting the student with the dissertation project. This will include:

1. Reading all portions of the manuscript as they become available.
2. Participation in all formal meetings.
3. Input into the methodology to be selected for the project.
4. Approval of all relevant aspects of the process, especially of the prospectus, authorization to engage in data gathering, final approval of presentation and certification of completion of the dissertation requirement.

The selection of the DR is made official only after the corresponding form is completed and filed in the student's record. The DR Selection Form may be found in Appendix C.

DC and student relationship

A mentorship relational style is considered the ideal approach to the work that a dissertation process entails. The student and his/her Dissertation Committee members will make every effort to develop an honest, trusting and empathic interaction.

In the event that the student's Advisor or Reader resigns to his/her position in the program or in the School, the student will select another committee member. After reaching an agreement with the new committee member, the student will file a new DA or DR selection form with the program's office. The change is not considered official until this step is completed.

Time frame

Students have a maximum of eight years from the time they enter the doctoral program to complete all requirements including their doctoral dissertation. Under justifiable circumstances, the DC, with the consent of the Program Director, may grant the student a one-year extension in excess of the eight-year limit. Additional extensions may only be granted with the consent of the Dissertation Committee, the Program Director, the Dean for Academic Affairs, and the Dean for Student Affairs.

Students are expected to present and approve their dissertation prospectus during the first semester of their Fourth Year. At that moment they should register in PSY8260 for the first time. After the first registration and each time that students register in PSY8260 and do not complete their dissertation process a grade of “IP” (In Progress) will be posted on their academic record.

RESEARCH AND DISSERTATION COURSES

Research & Dissertation Related Courses

PSY 6200	Applied Research for Psychologists
PSY 6250	Test Construction
PSY 6230	Qualitative/Quantitative Methods & Descriptive Statistics
PSY 7240	Research Practicum: Data Collection & Data Analysis
PSY 7720	Program Development & Administration in Mental Health
PSY 8260	Doctoral Dissertation

The Applied Research for Psychologists (PSY-6200) course provides the student with the foundation for the development of a preliminary research proposal. The student is encouraged to utilize this opportunity to engage in the initial steps that leads to the preparation of the prospectus with which the formal dissertation process begins. As the student progresses through the sequence of research-oriented courses, he/she will become equipped to further elaborate from the preliminary research proposal to their final project.

POLICY ON REGISTRATION IN DOCTORAL DISSERTATION (PSY 8260)

After completing the required basic research courses, the student presents a dissertation prospectus to the Dissertation Committee (DC) during a formal meeting. Upon acceptance of the dissertation prospectus, the committee members will sign, with the student and the program director, the Dissertation Prospectus Meeting Form. Signing of

this form authorizes the student to proceed to the next stage of the dissertation process. In order to present and defend their dissertation prospectus, students are required to be registered in Doctoral Dissertation (PSY 8260). All students need to be registered in Psy 8260 at the time the dissertation is defended. PSY 8260 does not carry academic credits. A fee is nonetheless charged every time the student registers.

Students who finish all requirements for the doctoral degree, except their dissertation, will be considered full time students while registered in PSY 8260. Students who only need to complete their doctoral dissertation to satisfy all requirements for the doctoral degree need to continue registering in PSY 8260 to maintain their student status with PHSU.

The Dissertation Advisor, in consultation with the Dissertation Reader will evaluate the student's performance for the semester, using the Approved (AP), Not Approved (NAP) or In Progress (IP) grading system. These grades will be recorded in the student's academic record and in every official transcript. To obtain an IP grade, students are responsible of the compliance with the plan agreed for the semester and with the time frame established with their DC.

DISSERTATION PROCESS

Choosing a dissertation topic

Students will discuss their interests and possible dissertation topics with their research professors and with other faculty members. During the second semester of the third year, students should have completed the document that will provide the basis for the development of the first chapter of the dissertation project. Chapter I of most dissertations includes the following required information:

1. Title
2. Statement of the Problem and Relevance
3. Purpose of the Study
4. Theoretical Perspective
5. Previous Research studies (i.e., literature review)
6. Hypothesis or Research Objectives

After completing Chapter I, the student is also expected to decide on the general type of methodology to be utilized (see Appendix B for Quantitative Methods, Qualitative Methods, Mixed Methods, Program Development, Case Study). To complete the process, the student will be assisted by the research course professor. The student may ask another faculty member to assist with the development of this initial portion of the process. This faculty member will be seen as a mentor and not as the Dissertation Advisor. However, the student may request at any point during this initial phase, that such faculty member become the DA.

The Dissertation Prospectus and Identification of Dissertation Advisor:

The major components of Chapter I, the method outline (which will become a part of Chapter II), and a list of references constitute the core of the Dissertation Prospectus. With this material the student will be able to make a final decision on who will be his/her Dissertation Advisor. With the collaboration of the Dissertation Advisor, the Dissertation Reader will be identified and recruited. The student may recruit a third member to form part of the committee if approved by the DC and the program director. After the selection of members is completed, the corresponding form will be completed, and a date will be identified to conduct the Prospectus Approval Meeting.

Prospectus Approval Meeting

During the meeting the student will present the Prospectus to the DC. The DC members will respond to the information presented in terms of content and research process and will decide if the prospectus is sufficient for the student to continue with the dissertation project. If the committee does not approve the prospectus, a new date will be selected for the second presentation. The DC will present to the students the specific areas in need of improvement to satisfy the requirements of the program with regards to this component of the dissertation process.

Therefore, the main objective of the Prospectus Approval Meeting is to evaluate the level of development of the student's dissertation. If the Prospectus is found to be developed to a satisfactory level, the DC will sign the corresponding form certifying such decision. Students are expected to be registered in Doctoral Dissertation (PSY 8260) during the semester that they have the Prospectus approval meeting. Our program requires students to have their dissertation prospectus approved before applying for internship.

Approval of Prospectus by Institutional Review Board

Approval of the Prospectus also allows students and their DA to submit through the required forms the proposal to the Institutional Review Board (IRB) for their review and authorization. The IRB will inform to the DA the result of their evaluation and recommendations. If approved by the IRB, the student will be allowed to begin data collection. **Data Collection is expressly forbidden in the absence of the IRB approval.**

Documentation of Meetings

All meetings related to the dissertation process and all recommendations agreed upon in these meetings, will be documented by the student and signed by all participants.

Data Collection and Analysis

Upon authorization by the IRB, the student will begin the data collection process. During this process, the student will consult with his/her Dissertation Advisor. Minor modifications to the methodology need to be documented and approved by the DA prior

to implementation. Specific and more significant modifications to the methodology that had initially been approved will need to be reassessed to determine if a subsequent consultation with the IRB needs to occur.

Approval of Final Draft & Public Presentation of Dissertation

Prior to setting a date for the presentation of the final dissertation draft, the student must get the preliminary approval of the complete document from each committee member. The form denominated “Authorization to Schedule Dissertation Presentation” will be completed by the DC and the student in order to obtain confirmation of the date when the presentation will be made. This will allow the program office to schedule a room and to reserve the necessary audiovisual and physical resources needed to facilitate the meeting.

The content of the presentation of the dissertation needs to be discussed and approved by the dissertation committee or with the DA prior to the date of the defense. This meeting needs to be scheduled at least three days before the actual presentation. At the time of that last meeting, a rehearsal of the presentation should occur.

General public is welcome to attend the dissertation defense. Nevertheless, some rules apply. The audience will be asked to turn off their cellular telephones to prevent unnecessary distractions. No food or beverages are allowed during or after presentations. Children under 12 years will not be allowed during the presentation.

The defense will include a relevant summary of the research process and findings. A suggested format follows:

- a. Introduction:
 - a. Relevance of the topic and significance (for society, for the profession and for the student)
 - b. Statement of the problem
- b. Summary of most relevant aspects of literature review
 - a. Definition of variables
- c. Statement of the research hypothesis, question (s) or objective (s)
- d. Method used
 - a. Description of participants/subjects
 - b. Description of instruments
 - c. Description of procedure
- e. Results
 - a. Summary of quantitative or of qualitative results
 - b. Conclusions
- f. Discussion of results
 - a. Limitations of the study
 - b. Recommendations
 - c.

A separate section of this document denominated “Guide to Public Presentation of Dissertation” describes the protocol to be followed during the “Public Presentation of

Dissertation” meeting. The Presentation concludes with a meeting of the DC at which time they will make a decision about the adequacy of the work presented. Through this meeting the DC will also determine whether the dissertation meets the standards set forth in this manual and fulfills the requirements for the dissertation. When in the affirmative, the corresponding form will be filled and signed by all DC members and the student. The form will be delivered to the Registrar’s Office where official notation of the outcome of the meeting will be made on the student’s record.

A dissertation may receive one of the following three ratings from the DC: Approved, Approved with Conditions or Not Approved. In the event that the DC cannot come to an agreement, the Program Director will attempt to solve the disagreement. The Program Director may also assign another faculty member to address the issue.

Publication and Authorships

The PsyD-CPP expects that their students submit their dissertation project for publication in a peer reviewed journal. The program also encourages our students to present the results of their studies in a professional convention or meeting such as the Ponce Health Sciences University Scientific Conference and the Convention of the Puerto Rico Psychology Association.

When the student chooses a dissertation topic and elaborates a dissertation problem, he or she becomes the main investigator and the DC members the co-investigators. However, when the student works on a project that has been initiated by a DC member or becomes part of a professor’s research or publication effort already in progress, the student becomes the co-investigator. The student and the DC members are encouraged to decide on this issue before initiating the more advanced components of the process.

Editorial and Formatting Issues

The format and style of presentation of all dissertation projects will follow the most recent version of the Publication Manual of the American Psychological Association. No other format will be accepted.

It has become a widespread practice to use internet-based references in elaborating academic projects. Dissertation projects done for the PsyD-CPP may include information obtained through the internet. However, the amount of references from this source may not exceed 10% of all references. This rule intends to assure that the work presented is mostly based on referred journals, reputable books, and professional primary sources.

The final manuscript of the approved dissertation will be prepared for binding. After binding, one copy will be presented to the program. This copy will be kept in the program’s office. Additionally, the student is responsible for bringing a digital copy of the dissertation in pdf format. This copy will be delivered to PHSU library. All dissertations are catalogued and made available in digital format through the library.

Any publication done on the dissertation will carry the following authorship information:

1. the student's name in first place
2. the DA's name in second place
3. the DR's name in third place

If the dissertation is a component of a professor's research project, the student's name will follow that of the professor. Therefore, the primary author is the person whose research initiative served as the basis for the project presented in the Dissertation.

In the case of Dissertations geared towards the design of Programs, the ownership of the project is to be determined at the beginning of the process. The student together with the DA and the Program Director will stipulate in a document, the agreements reached about who is the Principal Investigator and who holds ownership of the project. Conjoint ownership of a Program is possible with the consent of the PHSU's President and Dean. Therefore, the program might declare the property of the student or of Ponce Health Sciences University, depending upon the expected contribution of the parties involved to the conceptualization and development of the project.

FORMAT REQUIREMENTS

The following section outlines the School of Behavioral and Brain Sciences at Ponce Health Sciences University's requirements for format for all dissertations submitted in partial fulfillment of the requirements for a PsyD degree.

<u>Item</u>	<u>Required</u>	<u>Section</u>
Title Page – counted as page “i” but not numbered	Yes	Front Matter
Copyright/Authorship – numbered page “ii”	Yes	Front Matter
Approval page of Dissertation Committee and SBBS Associate Dean – “iii”	Yes	Front Matter
Dedication	No	Front Matter
Acknowledgement	No	Front Matter
Table of Contents	Yes	Front Matter
List of Tables	No*	Front Matter
List of Figures	No*	Front Matter
List of Illustrations	No*	Front Matter
List of Appendix	Yes	Front Matter
Abstract – this is the last page numbered with small roman numerals	Yes	Front Matter
Chapter I: Introduction – should begin on numbered page “1”	Yes	Body
Body of Dissertation (remaining Chapters)	Yes	Body
References	Yes	Body
Appendix	Yes	Back Matter
<u>Note: *If there are tables, figures or illustrations, then a list must be written.</u>		

PAGE NUMBERING

Title Page: the **only** unnumbered page (counted as page “i” but not numbered)

All pages except the title page must be numbered.

All page numbers must appear in the **bottom center** of the page. Two **different** number formats are required:

1. The section from **Title Page through Abstract** (see Organization & Order above) is considered “front matter” and numbered with *small Roman numerals* (*ii, iii, iv, etc.*).

2. Numbering **restarts on the first page of Chapter 1** with *Arabic numerals* (*1, 2, 3, etc.*) and ^[1]_[SEP]continues through the “body” to the appendix/ces.

Spacing

Manuscripts must be double-spaced with the following exception that will be single-spaced:

- Data in tables
- List of tables, figures, and illustrations

Dissertation Binding

All dissertations will be bind in black leather in gold letters. The information to be included in the dissertation’s cover is (see appendix D):

- Dissertation title
- Author’s name
- Ponce Health Sciences University, School of Behavioral and Brain Sciences, Clinical Psychology Program
- Date of dissertation approval (month & year)

On the other hand, on the dissertation’s loin (appendix E) will be included:

- Author’s last names and name
- Ponce Health Sciences University’s acronym: PHSU
- Conferred degree acronym: Psy.D.
- Date of dissertation approval (month & year)

Note: 1. Must print in 25% cotton paper.
2. Dissertation format does not use a “RUNNING HEAD.”

APPENDIX A

Faculty and Their Research Interests

Core Faculty	
Faculty	Area of Interest
Nydia Ortiz, Ph.D. , Professor, Dean of School of Behavioral & Brain Sciences	Couples/Family Therapy and Systemic Interventions, Narrative Therapies, Addictions, Primary Care Psychology and Supervision
Giselle Medina Vélez, Psy.D. Professor, Director of PsyD-Clinical Psychology Program	Pediatric Psychology, Integrated Health Care, Human Development, Child & Adolescent Psychotherapy
Julio Jiménez, M.D. , Professor	Psychoneuroimmunology, HIV/AIDS, Behavioral Medicine, Psychopharmacology, Psychoanalytic Psychotherapy
Ernesto Rosario-Hernández, Ph.D. , Professor	Test Construction, Research Methods and Statistics, Industrial/Organizational Psychology, Occupational Health Psychology, Structural Equation Modeling, Individual Psychological Assessment for Business
María Garrido, Psy.D. Professor, Assistant Dean for Clinical Training	Personality Assessment with MMPI-2/A/RF, Cognitive and Cognitive Behavioral Therapy and Consultation
Nydia M. Cappas, Psy.D. Professor	Primary Care Psychology, Psychology of Gender, Diversity, Administration in Mental Health
Javier Hernández, Psy.D. Associate Professor	Clinical Neuropsychology, Health Psychology Inpatient Setting, Neuropsychological Rehabilitation
Walter Rodríguez, Psy.D. Assistant Professor	Neuropsychological Assessment and Rehabilitation
Valerie Toro, Psy.D. Associate Professor	Ethics, Emergency Psychology, Health Psychology, Primary Care, Family Therapy
Hiradith Menéndez, Psy.D. Assistant Professor	Mood and Anxiety Disorders, Psychotherapy, Dialectical Behavior Therapy
Viviana Hoyos, Psy.D. Assistant Professor	Primary Care Psychology with HIV Population, Projective Assessment, Clinical Supervision
Efraín Ríos, Psy.D. Assistant Professor	Behavior and Genetics, Neurodevelopmental Correlates of Psychoanalytic Theory, Neuroscience of Learning
Eunice Alvarado, Psy.D. Assistant Professor	Psychological Assessment, Forensic Psychology
Marielly González, Psy.D. Assistant Professor	Psychological Assessment, Psychotherapy
Bárbara Barros, Psy.D. Assistant Professor	Dialectical Behavioral Therapy, Group Psychotherapy and Group Processes, Women Health Psychology

Core Faculty (Continuation)	
Faculty	Area of Interest
Oxalis Jusino , Psy.D. Assistant Professor	Psychoeducational Assessment, Projective Personality Assessment
Stephanie Vega Vélez , Psy.D. Associate Professor, Coordinator of Clinical Psychology Practice	Psychological Assessment
Claudia Mántaras , Ph.D. Assistant Professor	Autism, Cognitive Assessment
Rafael Olivera , Psy.D. Assistant Professor	Pediatric Neuropsychology, Genetic, Autism
Karla Martínez , Ph.D. Assistant Professor	Neuroscience, Addictions, Neurodegenerative Disorders, Alzheimer
Emily Pérez , Ph.D. Assistant Professor, Coordinator of Clinical Psychology Program at San Juan Center	Neuropsychology, Neuroscience
Luisa Ortiz , Psy.D. Assistant Professor, Coordinator of Clinical Psychology Practice at San Juan Center	Psychology of Gender, Psychology and Poverty
Juan González , Psy.D. Assistant Professor	Positive Psychology, Spirituality, Research Methods, Test Construction
Javier Piazza , Psy.D. Assistant Professor	Family Therapy, Supervision and Consultation
María G. Márquez , Psy.D. Assistant Professor	Health Psychology
Keishalee Gómez , Ph.D. Assistant Professor	Primary Care Psychology, Family therapy
Amilcar Colón Cortés , Ph.D. Assistant Professor	Sport Psychology, Physical Activity, Positive Psychology, Chemical Dependency
Johana Estrada , Psy.D. Assistant Professor	Cognitive and Psychoeducational Assessment
Yassira Cedano , Psy.D. Assistant Professor	Psychological Assessment

Associated Program Faculty	
Faculty	Area of Interest
Yaritza López, Ph.D. Associate Professor, Assistant Dean of SBBS	Forensic Psychology, Psychotic and Personality Disorders
Axel Ramos Lucca, Psy.D. Assistant Professor	Health Psychology, Primary Care Psychology, Industrial/Organizational Psychology, History of Psychology
Juan Fernández, Ph.D. Professor	Anatomy and Neuroanatomy, General Physiology
Marta Febo, M.D. Professor, Director of Standardized Patient Program	Family Medicine, Clinical Health Psychology, Geropsychology
Beatriz Cintrón, Psy.D. Assistant Professor	Projective Personality Assessment, Psychology of Emotions, Primary Care Psychology
Laura Deliz, Psy.D. Assistant Professor	Neurodevelopmental Disorders
Jonathan Echevarría, Psy.D. Adjunct Faculty	Psychotherapy, Addictions

APPENDIX B

Suggested Guidelines for Dissertation

Quantitative Method Design Format

Chapter I: Introduction

- Statement of the Problem
- Purpose & Justification of the Study
- Theoretical Perspective
- Previous Research Studies (i.e., literature review)
- Hypothesis

Chapter II: Method

- Type of research design
- Participants – sample characteristics
- Instruments/Measures
- Procedures
- Data analysis procedure

Chapter III: Results

Chapter IV: Discussion

- Discussion of each hypothesis
- Significance of the study and future implications
- Limitations of the study
- Recommendations

Qualitative Method Design Format

Chapter I: Introduction

- Statement of the Problem
- Purpose & Justification of the Study
- Theoretical Perspective
- Previous Research Studies (i.e., literature review)
- Research questions or objectives

Chapter II: Method

- Qualitative Research Strategy
- Role of the Researcher
- Participants/Elements
- Data Collection Procedures
- Data Analysis Procedures

Chapter III: Results or Findings

Chapter IV: Discussion

- Discussion of each research question or objective
- Significance of the study and future implications
- Limitations of the study
- Recommendations

Mixed Methods Design Format

Chapter I: Introduction

- Statement of the Problem
- Purpose & Justification of the Study
- Theoretical Perspective
- Previous Research Studies (i.e., literature review)
- Research questions or objectives

Chapter II: Method

- Type of mixed method research design
- Rationale for Mixing Methods
- Role of the Researcher
- Participants
- Instruments/Measures
- Procedures
- Data analysis procedure

Chapter III: Results

Chapter IV: Discussion

- Discussion of each research question or objective
- Significance of the study and future implications
- Limitations of the Study
- Recommendations

Program Development Format

Chapter I: Introduction

- Statement of the Problem and Relevance
- Conceptual Framework
- Literature Review
- Definition of Terms

Chapter II: Method

- Needs Assessment:
 - Participants – sample characteristics
 - Instruments/Measures
 - Procedures
 - Data analysis procedure

Chapter III: Results

Chapter IV: Program Design

- Purpose of the Program
- Vision and Mission of the Program
- Objectives of the Program
- Participants of the Program
 - Inclusion/Exclusion Criteria
 - Geographic Area
- Social Benefit
- Proposed Method of Program Evaluation
 - Clinical and administrative
- Contribution and Future Implications

Case Study Format

I. Introduction

- Statement of the Problem and Relevance
- Purpose of the Study
- Case Study Questions or Aims
- Definition of Terms
- Literature Review about the Case Problem
- Theoretical Perspective of the Study

II. Method

- Design (Case Study Type)
- Source of Information (Participant, files, archives, etc.)
- Data Collection Strategies (Observation, Interviews, Field Notes, etc.)
- Recording Strategies (Audio, video, photos, transcripts, etc.)
- Role of the Researcher
- Ethical Issues
- Unit of Analysis (Categories)

III. Findings

IV. Discussion

- Significance of the Study
- Theoretical and Practical Implications
- Study Strengths and Limitations

APPENDIX C

Dissertation Forms

The dissertation forms should be used to document each phase of the dissertation process. The student is responsible for the adequate and timely completion of the appropriate form. These forms will be part of the student's program record.

List of Forms

FORM # 1 - SELECTION OF DISSERTATION ADVISOR

FORM # 2 - SELECTION OF DISSERTATION READER

FORM # 3 - PROSPECTUS PRESENTATION MEETING

FORM # 4 - AUTHORIZATION TO SCHEDULE DISSERTATION PRESENTATION

FORM # 5 - DISSERTATION PROCESS – REPORT ON MEETINGS

FORM # 6 - FINAL EVALUATION OF DISSERTATION PROCESS AND
PUBLIC PRESENTATION

**PONCE HEALTH SCIENCES UNIVERSITY
PSY.D. CLINICAL PSYCHOLOGY PROGRAM**

**SELECTION OF DISSERTATION ADVISOR
(FORM # 1)**

Student _____

Date: _____

Dissertation Title: _____

Dissertation Advisor Selected: _____

Special Conditions (if applicable)

I, _____, have agreed to serve as
Dissertation Advisor for the dissertation committee of the above-mentioned student.

Signature of Dissertation Advisor

Date

Approved:

Program Director

Date

Dean of SBBS

Date

**PONCE HEALTH SCIENCES UNIVERSITY
PSY.D. CLINICAL PSYCHOLOGY PROGRAM**

**SELECTION OF DISSERTATION READER
(FORM #2)**

Student _____

Date _____

Dissertation Title

Dissertation Reader Selected

Special Conditions (if applicable)

I, _____, have agreed to serve as
Dissertation Reader for the dissertation committee of the above-mentioned student.

Signature of Dissertation Reader

Date _____

Signature of Dissertation Advisor

Date _____

Approved:

Program Director

Date

Dean of SBBS

Date

**PONCE HEALTH SCIENCES UNIVERSITY
PSY.D. CLINICAL PSYCHOLOGY PROGRAM**

**PROSPECTUS PRESENTATION MEETING
(Form # 3)**

Student _____

Date _____

Dissertation Title _____

The Dissertation Committee met on the present date to evaluate the Dissertation Prospectus presented by the above-mentioned student. After reading and discussing the information presented by the student, we find that the Prospectus:

- _____ 1. Meets all of the Standards for Approval set forth in the Dissertation Manual
- _____ 2. Meets most of the Standards for Approval but requires minor modifications or improvements.
- _____ 3. Meets some of the Standards for Approval but is not yet ready for approval for the next stage of the dissertation process as set forth in the Dissertation Manual.

Components of the Prospectus in need of improvement:

Dissertation Advisor

Dissertation Reader

Program Director

Date

**PONCE HEALTH SCIENCES UNIVERSITY
PSY.D. CLINICAL PSYCHOLOGY PROGRAM**

**AUTHORIZATION TO SCHEDULE DISSERTATION PRESENTATION
(Form # 4)**

Student: _____ Date: _____

Dissertation Title: _____

The Dissertation Committee has authorized the above-named student to schedule a Dissertation Presentation meeting. One week before the scheduled presentation, this form should be presented to the Dissertation Advisor containing all the signatures of all the persons directly or indirectly involved with the meeting.

Date of presentation: _____

Room assigned: _____

Audiovisual equipment needed:

Overhead Projector _____

Video Projector _____

Other equipment _____

Schedule authorized by:

Dissertation Advisor

Dissertation Reader

Program Director

Date

Dean of SBBS

Date

**PONCE HEALTH SCIENCES UNIVERSITY
PSY.D. CLINICAL PSYCHOLOGY PROGRAM**

DISSERTATION PROCESS – REPORT ON MEETINGS
(Form # 5)

Fill one form for each meeting

Student: _____ Date: _____

Dissertation Title: _____

The undersigned members of the Dissertation Committee have met with the above-named student to discuss issues related to the dissertation process. According to the norms set forth in the Dissertation Manual of the Psy.D. Clinical Psychology Program the agreements or conclusions reached between the DC member (s) and the student are herewith documented.

ISSUES DISCUSSED:

AGREEMENTS:

NEXT MEETING: _____

Dissertation Advisor or Reader

Date

**PONCE HEALTH SCIENCES UNIVERSITY
PSY.D. CLINICAL PSYCHOLOGY PROGRAM**

**FINAL EVALUATION OF DISSERTATION PROCESS AND PUBLIC PRESENTATION
(Form # 6)**

Student: _____ Date: _____

Dissertation Title:

The members of the Dissertation Committee have met with the above-named student to hear and to evaluate the “Public Presentation of Dissertation” according to the norms set forth in the Dissertation Manual of the Psy.D. Clinical Psychology Program. Based upon the quality of the work submitted and the presentation made today the Dissertation Committee finds:

_____ The dissertation submitted, and the presentation done on the final draft are **not consonant** with the norms of the program and/or the agreements reached by the candidate with the Dissertation Committee. **Not Approved**

_____ The dissertation submitted, and the presentation done on the final draft are consonant with the standards of the program and with the expectations of the Dissertation Committee however, modifications need to be done before final approval is granted. **Approved on Condition.**

_____ The dissertation submitted, and the presentation done on the final draft **are consonant** with the standards of the program and with the agreements reached between the student and the Dissertation Committee. **Approved.**

Additional Comments. _____

Dissertation Advisor

Dissertation Reader

Program Director

Dean of SBBS

APPENDIX D
Dissertation Cover

DISSERTATION TITLE ALL IN CAPITAL LETTERS AND CENTRALIZED

AUTHOR'S NAME AND LAST NAMES

PONCE HEALTH SCIENCES UNIVERSITY
SCHOOL OF BEHAVIORAL AND BRAIN SCIENCES
PSY.D. - CLINICAL PSYCHOLOGY PROGRAM

(Date of approval)

MONTH - YEAR

APPENDIX E

Model for Dissertation's Loin

NAME AND LAST NAMES OF AUTHOR	PHSU	Psy.D.	MONTH & YEAR
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APPENDIX F

1st Page



Dissertation's Title

Student's Name

Doctoral Dissertation presented to the faculty of the Psychology Department of Ponce
Health Sciences University as a partial requisite for the Doctoral degree in Clinical
Psychology

Month Year

APPENDIX G

Copy Rights' Page

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APPENDIX H

Registry and Approval of Doctoral Dissertation

Ponce Health Sciences University
Ponce, Puerto Rico



Clinical Psychology Program

Registry and Approval of Doctoral Dissertation

Student's Name

Submitted to the School of Behavioral and Brain Sciences of the Ponce Health Sciences University in partial fulfillment of the requirements for the doctoral degree (Psy.D.) in Clinical Psychology:

Dissertation's Title

Evaluation of content and presentation _____ Approved

Name, Ph.D./Psy.D.
Dissertation Advisor

Date

Name, Ph.D./Psy.D.
Dissertation Reader

Date

Name, Ph.D./Psy.D.
Program Director

Date

Name, Ph.D./Psy.D.
Dean of SBBS

Date

APPENDIX I

Authorship Certification

Authorship Certification

I, **YOUR NAME**, hereby certify that this doctoral dissertation titled: **DISSERTATION'S TITLE**, which I present as a partial requisite to obtain the doctoral degree in Clinical Psychology (Psy.D.) from the Ponce Health Sciences University is the product of my research work. I also certify that this work is original and unpublished.

Readable signature of the student

APPENDIX J

Dissertation Checklist***Dissertation Checklist***

Complete these steps before submitting the dissertation to the School of Behavioral & Brain Sciences – Psy.D. Clinical Psychology Program for approval:	
	Check the spelling on the title page.
	Have you listed your degree properly?
	Is the approval form signed by your dissertation chair, all committee members, and your department head or school director/COT dean?
	Does the abstract have no more than 350 words?
	Is there a 1.25” left-hand margin and at least 1” margins on the right, top, and bottom of each page? It can be 1” if you will not have the document bound as a book
	Have you run a spell and grammar-check?
	Are the levels of headings correct?
	Do all headings and page numbers in the table of contents match those in the text exactly?
	Are all sources listed in the references list (or works cited) mentioned in the text?
	Are all citations in the text listed in the reference list (or works cited)? Double check alphabetization.
	If the dissertation involved research using human or animal subjects, did you include a copy of your approval letter?
	Did you receive authorization for use of published material that is not covered under fair use?