



Final Project Guidelines

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Attachments included:

- Consent Form for Case-Study (tear out and submit to GPS office)
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- Table of Contents for Thesis
- Table of Content for Major Paper
- List of Tables and Figures
- Doodle.com directions
- Readers instructions (tear out to give to your readers)
- Intent to Graduate Form (tear out and submit to registrar’s office)

Letter to Students

This seminar is intended for students who are on course for graduation. It is expected that students working on Major Papers and Personal Scholarly Narratives will be able to graduate by May of the year following enrollment, and that students working on Theses and Case Studies will be able to graduate by December of the year following enrollment. Although it is understood that unexpected circumstances may create delays, the following guidelines have been created as benchmarks for progress in order to assure the usefulness of the seminar for all enrolled. Please review the following guidelines and enroll or withdraw as appropriate to your plans for graduation.

Attendance Policy: Research Seminar meets over both the Fall and Spring semester. Students missing more than 3 meetings total will be dropped from the seminar and expected to re-enroll for the following Fall semester.

Expectations for Progress: Students are expected to show signs of progress throughout the semester. Gathering and reading resources, writing summary drafts or outlines of the project, writing sections of the paper, designing research protocols and gathering participants are examples of signs of progress. Major Paper and SPN students must have a rough draft in, and Theses and Case Study students must have a committee formed and an acceptable proposal in, by the last day to withdraw in the Spring Semester or be expected to re-enroll for the following Fall semester.

Grading Policy: Students will receive a grade for the final paper following a successful defense and the completion of all post-defense revisions. A grade of "I" (Incomplete) is given for each semester until the final paper is complete and accepted by the GPS program. Students not meeting the foregoing expectations may receive a grade below an A even if the final paper is of high quality and accepted by the program.

Introduction

The student's final project represents a scholarly contribution to the field of clinical psychology. Completing a Thesis, Major Paper or Case-Study demonstrates a student's ability to synthesize, integrate, and critique the knowledge base of professional psychology and to contribute to that knowledge base. A Thesis, Major Paper, or Case-Study is a formative experience that is meant to be the culmination of a student's academic and professional experiences in the field of clinical psychology.

Research Seminar - GPS 689

Research Seminar is divided into two sections so that students are able to work closely with other students involved in Case-Studies, qualitative or quantitative Theses, or Major Papers. During the first two classes of Research Seminar the class will be exposed to previously written projects. Students will have a chance to explore these project options. The student is encouraged to make a selection of which option to take by the second or third class so that time is not lost on the project. For students selecting Thesis or Case Study projects, registering for another 3 credits of GPS 690, Thesis, or GPS 691 Case-Study in the spring of the same year.

Committee

The final project is written in a collaborative process with three Committee members: the Committee Chair (Research Seminar instructor) and two Readers (at least one must be Saint Michael's College faculty.) The other member is selected among professional or academic persons who have some clinical, subject matter or methodological expertise that would enhance the scholarship of the project. For Case-Study students, one member of the Committee must be the internship supervisor of the clinical case being studied. Faculty participation will depend on the faculty's interests and workloads. The student should seek the assistance of the Research Seminar instructor if it is difficult to select or enlist committee members.

Committee Chair

The Committee Chair is the primary advisor in the process of writing the final project. The ultimate approval for *all decisions* regarding the project comes from the Chair and it is the responsibility of the student to have all decisions cleared through the Chair. Approval of the outline comes from the Chair. Approval of the FIRST DRAFT and FINAL DRAFT comes from the Chair working by consensus with the committee. Occasionally a Thesis student uses an off campus research site for fulfillment of his/her project. In this case the *Committee Chair* (as opposed to the off-site advisor) still remains the final authority on all research decisions where the Thesis requirement is concerned.

Readers

The responsibility of the Reader is to review the full document, not more than twice, to give their professional/academic input. With an approved outline by the Chair the student will request two additional faculty to serve on their committee. To assist in making a decision on this request the student will present their approved outline to potential committee members. The committee Chair and readers typically require up to a month to give input and feedback (assuming that the members have been continuously involved, kept up to date and are aware that the document is forthcoming). All members need to be in agreement to the timetable proposed. When these conditions are not met it may take the Chair or readers significantly longer than a month to provide the input and feedback the student is seeking. Procedures for the FIRST DRAFT and FINAL DRAFT reading is detailed below.

Please be aware that Readers are paid an honorarium for serving on a final project committee.

Procedure for Completion of Final Project

It is very important for all involved on the committee (students and faculty) to work together in a collegial scholarly manner. This is essential for efficient and productive use of everybody's time and energy. The final project is largely done independently, though it involves working with a committee, and is being undertaken concurrently by as many as fifteen students a year. Therefore, it is absolutely necessary that the student exactly follow the procedure below. As noted in the preface of these guidelines, it is the student's ultimate responsibility to follow the guidelines pertaining to students' actions.

1. At the time a student request that a person participate on a committee, they should have already selected a topic for the final paper. The Research Seminar instructor will advise the student to prepare a written 5-10 page outline (including references) of the intended project to present to the committee members. This should be sufficiently detailed to indicate the topic, method and orientation of the project.
2. The student should discuss with each committee member his or her preferred method of communication (such as, in-person, telephone, mail or e-mail, as well as time parameters) throughout the entire process. At this time the student should get information from committee members regarding vacations, sabbaticals, extended leaves, etc. that a committee member may have planned. The student is expected to respect and adapt to the committee members on these matters especially when it comes to receiving feedback on drafts of the project and scheduling the defense.

3. When the student has a rough draft of their final project ready, it is submitted to the Chair for review. The Chair will review the rough draft and if necessary request revisions. When the rough draft is acceptable to the Chair it will be submitted by the Chair to the committee for the First Draft review. The committee will provide recommendations to the Chair compiled into a CRITIQUE AND RECOMMENDATIONS memo.
4. The student will submit their Final Draft to the Chair. The Chair will review the Final Draft and if necessary request revisions. When the Final Draft is acceptable to the Chair it will be submitted by the Chair to the committee for the Final Draft review. Similar to the first draft review, if the paper is accepted by the committee as a Final Draft then the student will be given written notification on their CRITIQUE AND RECOMMENDATIONS memo to schedule their defense. Any Final Draft recommendations are reviewed by the Chair and addressed at the defense by the committee. Post-defense revisions are reviewed by the Chair before signing.

Major Paper

The Major Paper is an in-depth critical review of the theoretical, empirical, and clinical literature relevant to some issue or question in the field of clinical psychology and is a three-credit undertaking through registration in GPS 689, Research Seminar in the fall. Through the Major Paper, the student demonstrates his/her command of the conceptual and methodological bases of clinical psychology, and the ability to communicate this knowledge as applied to the student's chosen topic. Length will vary with the topic, but it may be expected to run between 40-60 typed double-spaced pages. Emphasis should be on the student's own analysis, synthesis, integration, and reasoned evaluation of the literature. Articles in *Psychological Bulletin* serve as a model of this type of paper. Students should expect to work 6-8 months on a Major Paper.

There are two styles for writing a Major Paper; the Literature Review and the Scholarly Personal Narrative (SPN).

The Literature Review involves a comprehensive review of a literature relying mainly on peer reviewed articles found in professional journals within the field of psychology. The literature review is expected to include a historical summary, description of current clinical applications and future directions, and the student's own relationship to the topic reviewed. Articles in *Psychological Bulletin* serve as a model of this type of paper.

The Scholarly Personal Narrative (SPN) is a research method whereby the student develops a personal narrative from their own life experience and personal reflections. It is written by the student in the first person and makes use of the subjective "I " as the primary voice throughout the paper. In SPN the student presents, reviews, critically analyses and otherwise draws upon various forms of scholarship to elaborate a personally meaningful experience. The aim is achievement of a deeper understanding of personal and professional self and the development of the student's authorial voice and personal narrative. Personal meaning, significance, and insight are offered by the student as a learning experience and potential resource for the reader in the field of psychology.

Timetable

Month	Task
Sept/Oct	Register for GPS Research Seminar Define Topic Begin reviewing literature
Oct/Nov	Sharpen focus of literature review Construct outline of project and obtain approval from Chair Select committee Work on Rough Draft

- Nov/Dec Student submits Rough Draft to Chair for approval
Once approved the Chair submits Rough Draft to committee for FIRST DRAFT review
- Jan/Feb Receive CRITIQUE AND RECOMMENDATIONS from committee
- If paper is accepted as a FIRST DRAFT then student works on including committee recommendations
 - If paper is not accepted as FIRST DRAFT the student continues to work on the recommendations of the committee towards acceptance as a first draft

NOTE: If a rough draft is not submitted until the Spring Semester, or if the draft is not accepted as a FIRST DRAFT then the student must not expect to be able to graduate in May. Students should only expect limited access to faculty over the summer, and there fore work over the summer may not result in an August graduation. In such a case the student should expect to work into the Fall of the next academic year in order to complete the project.

- March/April Final Draft submitted to Chair for approval.
Chair submits paper to committee for FINAL DRAFT review.
Receive CRITIQUE AND RECOMMENDATIONS from committee.
- Similar to the first draft review, the student will be given written notification on their CRITIQUE AND RECOMMENDATIONS that the paper has been accepted as a FINAL DRAFT and that a defense can be scheduled. The student's response to any FINAL DRAFT recommendations are reviewed by the Chair and addressed at the defense by the committee. Post-defense revisions are reviewed by the Chair before signing.
 - If the paper is not accepted as a FINAL DRAFT the student continues to work on the recommendations of the committee towards acceptance as a final draft.

NOTE: If a paper is not accepted as a FINAL DRAFT by March 15 the student should not expect to be able to defend in May. Again, since students have limited access to faculty over the summer they are not to expect an August graduation based on work done over the summer. In such a case the student should expect to work into the Fall of the next year until the project is completed. If a student is anticipating an early Fall defense it is recommended that the student complete as much of the remaining work as possible during the summer so as to increase their chances for an early Fall defense.

Note: Students who go beyond the allotted time for completing the final project are charged an extended credit (XT) each semester and must follow special procedures in addition to the above. See page 11 for more details on extended credit.

- April The student must call the Administrative Assistant at least two weeks prior to the agreed defense date. Defenses must be held at least four weeks prior to the May graduation date and two weeks prior to the August and December graduation date. No exceptions will be made to these deadlines. The student may contact the Administrative Assistant for specific dates for each graduation period.
- May Four copies of final signed document are submitted to the Director for final signature

Thesis

The Thesis is an empirical study of a particular hypothesis in the field of clinical psychology. It represents a contribution to the knowledge base of professional psychology. Research may be qualitative or quantitative; experimental, observational, correlational, or an applied demonstration project with appropriate evaluation methods. The student is expected to produce a written work that is up to or exceeds the standard of research in the particular area in question. It is anticipated that work on the Thesis will span a 12-month to 15-month period. Length of the Thesis depends greatly on the topic, but it typically runs from 35-50 typed, double-spaced pages.

Institution Review Board

All theses that collect data from Institution Review Board, except in a Case-Study, need to be reviewed by the Institution Review Board (IRB) at Saint Michael's College. The purpose of this process is to make certain that ethical guidelines set forth by the American Psychological Association for ensuring the welfare of Institution Review Board is met. The application should be submitted only after the student's proposal is approved. An application can be found on the public folders, and should be submitted to the IRB. Approval can take up to a month. Proposals that are reviewed by institutional review boards outside Saint Michael's College may be exempt; the student can have this exemption approved by the director of the program.

Timetable

Month	Task
Sept/Oct	Register for GPS Research Seminar Define Topic Complete preliminary literature review
Nov/Dec	Outline of literature review and initial research proposal reviewed by Research Instructor for approval Submit approved outline to prospective committee members Select committee Work on Rough Draft
Jan	Register for GPS 690, Thesis IRB proposal to Instructor for approval IRB proposal to committee for approval sent by Chair Committee approves application to be submitted to the IRB
Feb	Submit application to IRB by first of month to be approved by end of that month

- March Literature review should be completed by this time
Begin actual empirical study, data collection, etc.
- May Analyze data
Write up results and discussion
- June/July Student submits Rough Draft to Chair for approval
Once approved the Chair submits Rough Draft to committee for
FIRST DRAFT review.
- Receive CRITIQUE AND RECOMMENDATIONS from committee.
- If paper is accepted as a FIRST DRAFT then student works on including committee recommendations.
 - If paper is not accepted as FIRST DRAFT the student continues to work on the recommendations of the committee towards acceptance as a first draft.

Note: Students should only expect limited access to faculty over the summer

- Sept/Oct Final Draft submitted to Chair for approval
Chair submits paper to committee for FINAL DRAFT REVIEW
Receive CRITIQUE AND RECOMMENDATIONS from committee.
- Similar to the first draft review, the student will be given written notification on their CRITIQUE AND RECOMMENDATIONS that the paper has been accepted as a FINAL DRAFT and that a defense can be scheduled. The student's response to any FINAL DRAFT recommendations are reviewed by the Chair and addressed at the defense by the committee. Post-defense revisions are reviewed by the Chair before signing.
 - If the paper is not accepted as a FINAL DRAFT the student continues to work on paper following the recommendations of the committee towards acceptance as a final draft.

NOTE: A FINAL DRAFT of the Thesis must be accepted by the committee two months prior to the intended date of graduation.

Note: Students who go beyond the allotted time for completing the final project are charged an extended credit (XT) each semester and must follow special procedures in addition to the above. See page 11 for more details on extended credit.

The student must call the Administrative Assistant at least two weeks prior to the agreed defense date. Defenses must be held at least four weeks prior to the May graduation date and two weeks prior to the

August and December graduation date. No exceptions will be made to these deadlines. The student may contact the Administrative Assistant for specific dates for each graduation period.

- Nov Defend Thesis before committee, readers may sign
 Final revisions/corrections completed, chair may sign
- Dec Four copies of final signed document are submitted to the Director for
 final signature

Case-Study

The goal of the Case-Study option is to focus research and writing on the practical knowledge of clinical practice as opposed to a theoretical topic and empirical research. The narrative Case-Study is as much about the clinician and their perspective on the work as it is about the client, theories and therapeutic techniques implemented. The project begins with clinical work where the student has had a minimum of 10 hours of direct contact with the case. A qualified clinician must have supervised the work (though not necessarily a psychologist), and the supervisor is required to be on the committee. Thus, students are expected to establish the willingness, availability and commitment of the clinical supervisor to be on the committee at the beginning of the Case-Study process. Given that the case may not be identified until well into the internship experience, it is likely that completion of this option will span a 12-month to 15-month period. Length of the Case-Study depends greatly on the topic, but it typically runs from 40-60 typed, double-spaced pages. Once the case is identified the student is required to have a signed consent form from the subject of the Case-Study submitted to the Graduate Psychology office. A copy of the consent form without the subject's name or signature is placed in the appendix of the Case-Study. If consent cannot be achieved, the student, the Chair of the Committee and the Director of the program need to discuss whether the Case-Study can proceed.

Timetable

Month	Task
Sept/Oct	Register for GPS 689 Research Seminar Evaluate various possible clinical cases for the project based on clinical internship population Read a variety of Case-Studies done at SMC and those published in <i>Pragmatic Case Studies in Psychotherapy</i> Discuss internship site support for such a project with one's clinical supervisor Seek instructor's approval for case selected or anticipated
Oct/Nov	Continue reading cases. Narrow reading down to cases relevant to internship site and likely referrals for year.
Nov/Dec	Narrow search for a clinical case, encourage referral of appropriate case from internship site if still lacking an appropriate case
Jan/Feb	Register for GPS 691 Case-Study Begin case literature, and clinical literature, review for cases similar to one selected Finalize the case you are going to write about, and develop Case-Study proposal outline Submit outline to the instructor for approval

Submit approved outline to prospective committee members for their approval and agreement to participate on the committee

- Mar/Apr Begin to write narrative description of the case and any theoretical/empirical literature reviews related to the case
- May/June Submit Rough Draft of Case-Study to the Chair for approval
When approved, the Chair submits FIRST DRAFT to committee for review.
- Note: Students should expect limited access to faculty over the summer*
- July Receive CRITIQUE AND RECOMMENDATIONS from committee.
- If paper is accepted as a FIRST DRAFT then student works on committee recommendations.
 - If paper is not accepted as FIRST DRAFT the student continues to work on the recommendations. The paper will eventually be resubmitted to the committee as a FIRST DRAFT.
- Sept/Oct Submit FINAL DRAFT to the Chair for approval.
When approved the Chair submits FINAL DRAFT to committee for review.
- Similar to the first draft review, if the paper is accepted by the committee as a FINAL DRAFT then the student will be given written notification on their CRITIQUE AND RECOMMENDATIONS that they are ready to schedule their defense. Any FINAL DRAFT recommendations are reviewed by the Chair and addressed at the defense by the committee. Post-defense revisions are reviewed by the Chair before signing.
 - If the paper is not accepted as a FINAL DRAFT the student continues to work on the recommendations of the committee towards acceptance as a final draft.

NOTE: A FINAL DRAFT of the Case-Study must be accepted by the committee two months prior to the intended date of graduation.

The student must call the Administrative Assistant at least two weeks prior to the agreed defense date. Defenses must be held at least four weeks prior to the May graduation date and two weeks prior to the August and December graduation date. No exceptions will be made to these deadlines. The student may contact the Administrative Assistant for specific dates for each graduation period.

Nov. Defend Case-Study before committee, readers may sign

Dec. Final revisions/corrections completed, Chair may sign

Four copies of final signed drafts are given to the Director for final signature

Note: *The Case-Study is a THREE SEMESTER project. Students should not expect to complete and defend the paper in two semesters unless they have already completed the clinical that they will be writing about by the time they register for Research Seminar. Students who go beyond the allotted time for completing the final project are charged an extended credit (XT) each semester and must follow special procedures in addition to the above. See page 11 for more details on extended credit.*

Defense

Once the Final Draft is approved by the committee the Chair will give permission for the student to schedule the defense. The first step is to contact each member of the committee to agree on a time and date for the defense; the defense takes about an hour and a half. (An efficient tool to coordinate dates and times with your committee is Doodle.com; instructions are included in the appendix.) A student should expect it will take 1-2 weeks to coordinate an agreeable date and time for all committee members. Be aware that faculty have busy schedules particularly at the end of the semester and it is not helpful to try to rush this process. Once you have a date and time that each committee member has agreed to, the student then calls the Administrative Assistant of the department. The student will need to give the names of the three committee members, the title of the paper and indicate if audio-visual equipment is needed (i.e. power point, etc.). The Administrative Assistant will reserve the room and send out notification. The student is welcome to invite personal guests as well. However, for a Case-Study defense, guest outside the SMC community need to be approved by the Chair due to the confidentiality of the paper. If a committee member is not a Saint Michael's faculty they must fill out a W-9 form in order to be paid the stipend.

The student must call the Administrative Assistant at least two weeks prior to the agreed defense date. Defenses must be held at least four weeks prior to the May graduation date and two weeks prior to the August and December graduation date. No exceptions will be made to these deadlines. The student may contact the Administrative Assistant for specific dates for each graduation period.

On the day of the defense the student should come prepared to present a summary of the paper approximately 30 minutes in length to the committee and other members of the Saint Michael's community. Plan to present an overview that covers all sections of the Major Paper/Thesis/Case-Study. Reading from the paper is not

recommended, typically students choose to present from note cards, slides or power point presentation. Some students prefer to use audiovisual aides or props, however, if the equipment fails to operate properly the student should be prepared to present without it. After your presentation the Chair will moderate a discussion including questions and comments from the attendees. Once this discussion is concluded, all but the committee members will be asked to leave the room in order for the committee to confer on the status of the candidate based on the presentation and quality of the paper. The candidate is asked to return to the room and the committee can pass the candidate or the candidate can be asked to make improvements on the paper that have been identified during the defense process.

The student should prepare to have final copies of the signature pages on bond paper (acid free quality paper) at the defense for the readers to sign. If it is not done at that time, it is the student's responsibility to contact all the committee members and arrange to get signatures. The Chair will sign when the final paper is submitted with all revisions completed and based on the latest edition of APA style. Your final paper needs to be printed on acid free paper, sometimes called bond paper. At least four copies are needed -- two for the library, one for the graduate psychology department and a personal copy. The copies with signatures need to be submitted to the Administrative Assistant prior to graduation. The cost is \$10.00 per SMC copy (2 for the library and 1 for the program) and \$20.00 per personal copy; the check should be made out to Saint Michael's College. The copies will be sent to the library and they will contact the student when it is ready to be picked up (or the student may opt to pay an additional fee to have it mailed). It is important to give your Chair a bound copy of the final project, although it doesn't need to be official binding.

Extension

Extensions are considered to be a privilege for students who are steadily working on their final paper but need some additional time to complete. It is not however, intended to be used as a way of postponing active involvement in writing the paper. Extended credit students are expected to be in contact with the seminar instructor at the beginning of each new semester (Fall and Spring) indicating their plans for completion of the project, and the extent of progress being made. After the fourth extension semester charge the student will be expected to meet with the director and at this point is typically required to re-register for Research Seminar for an additional year. Papers submitted to the committee will be read as time permits. Students should expect much lengthier turn around times during the extension period because priority is given to students currently enrolled in Research Seminar.

A grade of "XT" (Extended for Thesis Work) is given at the end of the semester to a student enrolled in a Thesis course when work on the Thesis will continue into the following semester. If the student is doing a Major Paper a full year is allowed to complete the paper (including the summer), if the work continues in the following fall semester a one-credit charge for the extension will be billed to the student's account each semester for every semester extension needed.

If the student is working on a Thesis or Case-Study a full year (including the summer) and the fall semester is allowed to complete the paper. If the work continues in the following spring semester a one-credit charge for the extension will be billed to the student's account each additional semester until the paper is successfully defended.

An Intent to Graduate form needs to be completed, signed by the Director and received by the registrar's office, including the fee, by the following deadlines:

August graduation by July 1

December graduation by October 30

May graduation by February 1

Format Guidelines

Do not use a previously defended paper in formatting your paper.

The final paper must be on white bond (acid-free) quality paper in a standard font. Times Roman, Courier, or serif typeface, size 12 font is acceptable.

The paper should conform to guidelines presented in the latest edition of the APA Publication Manual (any new changes in APA style are listed on www.APASTyle.org), with the following exceptions:

- The title page and signature page should be laid out in the manner of samples #1 and #2 (attached). Date on title page should be that of month and year of graduation. These should be the first two pages of the Final Paper.
- Any acknowledgments or dedications should appear on a separate page, titled Acknowledgment, which should follow the signature page.
- Any epigraph should follow the acknowledgments on a separate page.
- All preliminary pages should be numbered with small Roman numerals at the bottom center. Title page is considered first page, even though it is not numbered. Signature page is the second page. These pages should not have a header. (Header and Arabic page numbers begin on 1st page of text.)
- The Abstract should follow the preliminary pages and should be the last page numbered with small Roman numerals.
- The Table of Contents should indicate the pages for chapters (if any) and/or headings, as well as references and appendices. See sample #3 for Thesis, not divided into chapters; sample #4 for Major Paper divided into chapters. Chapters are optional. For the Case Study, the student will be advised by the Research Seminar Instructor.
- The List of Tables and Figures should be on a separate page and should follow the Table of Contents. See Sample #5.
- Tables are placed in text following the page on which the text refers to that table.

Table of Contents:

List chapter titles and heading in the Table of Contents word-for-word and cap-for-cap as they appear in the text (but omit underlining). Supply a page number for each item listed. The table of contents must list first-level subdivisions of chapters. There is usually little reason to list minor subdivisions, but if they must be listed, indent logically and supply page numbers for each entry. Paragraph headings should not be included. A level of heading listed for one chapter must be listed for all chapters in which it occurs.

References now have a hanging indent, with the first line starting with the margin and the second line being indented to the default setting of the word processor. Subsequent lines are indented in the same way. See added references in APA.

Consent Form

I, _____, give my consent to _____,
to write a case study based on the psychotherapy she provided to me. I understand
that every effort has been made to protect and conceal my identity. I also understand
that graduate students and other mental health professionals may have access to this
document in order to promote development and knowledge in the field.

Client's signature

Date

Sample first page

Title of Final Paper

Author

Ronald B. Miller, Ph.D., Director

A thesis/case study/major paper submitted to the faculty
of the Clinical Psychology program of
Saint Michael's College in partial fulfillment
of the requirements for the degree of Master of Arts.

Month, year

Winooski Park
Colchester, Vermont

Sample second page

Accepted by the faculty of the Graduate College, Saint Michael's College,
In partial fulfillment of the requirements for the degree of Master of Arts,
specializing in Clinical Psychology.

Committee:

_____ (signature on this line) _____
(Name of Chair printed below signature)
Chair of Committee

_____ (signature on this line) _____
(Name of Committee Reader printed below signature)
Committee member

_____ (signature on this line) _____
(Name of Committee Reader printed below signature)
Committee member

Sample #3

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Sample #4

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Doodle.com directions to coordinate a defense date/time with approval from the chair

- Doodle.com
- Click schedule an event
- Add title: i.e. (Student's name) defense
- Add list of date options that have already been discussed with chair by clicking onto dates shown (two weeks is a good range to start)
- Add time range on top row only (option to copy this row is near the bottom of screen so you don't have to type in more than once)
 - Allow two hours for defense
 - Include am/pm when typing in time slots
 - Click "copy and paste first row," go back and edit dates individually if needed
- Click finish
- Click "let doodle send out invite"
- Add email addresses of committee members and you may add another note in the second box

Quick reference for being a final paper committee reader

- The responsibility of the reader is to review the full document, not more than twice, and to give their professional/academic input. This will be facilitated by the committee chair forwarding the FIRST and FINAL draft to the reader along with a CRITIQUE AND RECOMMENDATIONS form for the reader to submit back to the chair with comments. The chair will compile the comments from the committee into a memo, the committee will read and approve, and those comments will be forwarded to the student. Other communication between the readers and the student is welcomed, though readers should send to the Chair in writing a summary of any additional revisions requested.
- Please read the Final Project guidelines for all details of the process.
- Discuss with the student their expected timeline and your availability for reading, including vacation, sabbatical, and other time restraints that may affect your reading and response times. Typically reading and responding to a paper require about 4 weeks. Once the committee agrees upon a timetable the student is expected to respect and adapt to the committee members schedule.
- Discuss with student the preferred method of communication. Such as, in-person, telephone, mail or email.
- The FINAL DRAFT CRITIQUE AND RECOMMENDATIONS form will have an option to approve or disapprove scheduling a defense. Once the chair notifies the final approval to the student to schedule the defense, the student will coordinate a date and time that works for all committee members to defend the paper.
- Attend 1.5 hour -2 hour defense on agreed date/time. Confer with other committee members to pass the student or recommend other improvements identified in defense.
- Stipend for readers is as follows:
 - Major paper - \$75.00
 - Case Study/Thesis - \$100.00
 - If you are not an employee of SMC the student will give you a W-9 form to fill out in order to be paid.