

Dean's Forum Guidelines

Each fall and spring semester, the College of Education Dean's Office schedules and facilitates sessions of the *Dean's Forum*, as a step within the dissertation development process. Doctoral candidates will present a summary of their draft dissertation proposal at the *Dean's Forum* as a method of examining the scope of their proposed topic through scholarly discussion.

Once the dissertation chair has determined their candidate is prepared to present at *Dean's Forum*, the following steps are to be followed:

- The dissertation chair contacts Ms. Janina Bardwell (jbardw21@csu.edu) and Dean Jamilah R. Jor'dan via email (jjordan@csu.edu) to secure a date for the presentation and includes, as an attachment, a one (1) page abstract of the presentation content (see attachment A). The dissertation chair arranges for a paper copy of the draft proposal to be delivered to the Dean. This should be done at least two (2) weeks before the requested date.
- Ms. Bardwell and Dean Jor'dan will confirm a date for the presentation.
- Dissertation chair informs the candidate of the scheduled date, time and room location.
- Doctoral candidate prepares a 20-30 minute presentation of the proposal.
- Doctoral candidate will prepare a handout containing the following information for distribution at the forum:
 - a. One (1) page abstract
 - b. PowerPoint presentation of key proposal components (Print in handout format with a maximum of six (6) slides per page, eighteen (18) slides total)
 - c. Comments/Suggestions Form (see attachment B).

Note: Doctoral candidates should bring a minimum of eight (8) copies of their handout to the forum.

For doctoral candidates, upon completion of the forum presentation:

- Dissertation chair and doctoral candidate sign the Presentation Validation Form (see attachment C) and the dissertation chair submits the form to the Dean for a decision.
- If approved by the Dean, dissertation chair submits the original signature sheet with a copy of the PowerPoint presentation and abstract to the doctoral studies department to be placed in the candidate's file. Dissertation chairs should keep a copy of these documents, as well.
- Dissertation chair and doctoral candidate discuss suggestions/comments.

Note: Dean's Forum gives those within the College of Education community an opportunity to present scholarship in the forms of current research and projects beneficial to the field of education.

(Insert Dissertation Title)

Dissertation Proposal Presentation

(Insert Student Name)

College of Education Dean's Forum

(Insert Date)

(Insert Name of Dissertation Chair), Dissertation Chair

ABSTRACT

(Begin Inserting Text Here)

Presentation Validation Form

College of Education Dean's Forum

Title: (Insert)

Doctoral Candidate: (Insert)

Dissertation Chair: (Insert)

Date: (Insert)

The undersigned individuals concur that the presenter did indeed engage in scholarly discussion on their dissertation proposal at the College of Education Dean's Forum on this date.

Doctoral Candidate

Dissertation Chair

Dean, College of Education

☐ Approved

☐ Further Revisions Needed