

## STUDENT DISSERTATION QUALITY ASSURANCE LOG

This log is to be maintained by the Ed.D. student. The student should sign and ask the dissertation chair or appropriate committee member to sign upon the completion of a dissertation task. The log, which provides space to add additional tasks, contains certain tasks that are essential to the successful completion of a scholarly dissertation in a timely manner.

**STUDENT** \_\_\_\_\_ **COHORT #** \_\_\_\_\_

**Dissertation Chair** \_\_\_\_\_  
**Committee Member** \_\_\_\_\_  
**Committee Member** \_\_\_\_\_  
**Committee Member** \_\_\_\_\_  
**Committee Member** \_\_\_\_\_

Milestone Tasks	Date(s) Completed	Student Signature of Confirmation	Chair/Committee Member Signature of Confirmation
Decide what K-12 issue you are considering researching and complete a conceptual framework paper (no more than five pages)			
Discuss this conceptual framework with each prospective dissertation committee member (a copy of the paper must be provided)			
Selection of dissertation committee			
Meeting with full committee for orientation to dissertation committee processes and preliminary discussion of research proposal			
Prepared prospectus concept paper for the study and discussed with dissertation chair			
Oral proposal prospectus forum with full committee			

Milestone Tasks	Date(s) Completed	Student Signature of Confirmation	Chair/Committee Member Signature of Confirmation
Discussed results of forum with dissertation chair			
Review of research design by research expert (FSU's Research Center is available)			
Delivered HARC request to Graduate Studies			
Discussed proposal draft with dissertation chair (chapters 1-3)			
Discussed proposal draft with dissertation chair			
Discussed proposal draft with dissertation chair			
Proposal approval meeting with full committee			
Proposal approved by full committee			
Proposal delivered to Graduate Studies			
Mailed out data collection instrument			
Meeting with chair to finalize chapters 1-3			
Meeting with full committee concerning chapters 1-3			
Meeting with chair concerning chapters 4-5			
Meeting with full committee on completed draft of chapters 4-5			

<b>Milestone Tasks</b>	<b>Date(s) Completed</b>	<b>Student Signature of Confirmation</b>	<b>Chair/Committee Member Signature of Confirmation</b>
Analysis of data			
Feedback on interpretation of data from research expert			
Completion of full draft of chapters 4-5			
Final revised draft of dissertation to full committee			
Ten days prior to anticipated request for defense dates, completion of final draft			
Revision of final draft based on feedback from dissertation committee chair/ committee			
Approval of dissertation for a defense by full committee			
Approval of dissertation defense date			
Passed dissertation defense			
Completion of all required revisions after defense by committee			
Dissertation committee chair proofs final dissertation for all recommended changes			
Submit dissertation to Graduate Studies			
Approval for Graduation			