NEWS FROM THE DSC—SPRING 2016

The Doctoral Support Center Is Ready for Spring

There are many important and exciting pieces of news that we want to share with the doctoral students of the College of Education. Please take a moment to browse the articles to locate information that is relevant to you.

In the Spring 2016 update, you will find information about the procedural changes instituted by the Graduate School. Please familiarize yourself with these changes now and avoid unpleasant surprises later!

We are also going to be conducting exciting events for your benefit. One of our Dissertation Coaches, Sonya Sherrod, will be offering consultations with students attending the 39th SERA Annual Meeting in New Orleans in February. Also in February, Senior Editor, Lesley Shelton will conduct a presentation to help you format your dissertations to meet the criteria set by the Graduate School.

In addition, the TTU Library will be conducting some helpful workshops that you may want to attend to help you write literature reviews, to request articles and books through Document Delivery, and to learn about scholarly publishing.

Finally, we are requesting your input as we begin planning a writing rally to be held in May. Whether you have participated in a rally in the past or you are just interested in attending, you will want to share your ideas so that we can better meet your needs.

At the end of this newsletter, you can find instructions for contacting the DSC and for submitting your drafts to receive helpful feedback.

Remember that we are here to serve YOU!

Fountain in courtyard outside the College of Education building on the Texas Tech campus.

Important Dates and Deadlines

February 5:
Last day to file a statement of intention to graduate with the Graduate School

February 15:
Last day to submit application materials for the Doctoral Dissertation Completion Fellowship

February 24:
Last day to submit Defense Notification form to gradforms.educ@ttu.edu

March 14-18:
Spring Break

March 23:
Last day to order cap, gown, etc. from the University Bookstore

March 28:
No Classes—Office staff on duty

April 1:
Last day to defend dissertations

April 8:
Last day for graduate degree candidates to submit to the Graduate School the final PDF of thesis/dissertation

Click here for more Spring 2016 Graduate School Deadlines.
Graduate School Announces Changes to the Dissertation Defense Process

Beginning in the Spring 2016 semester, the following changes affecting the dissertation defense and submission process are going into immediate effect:

1. Doctoral students and their committees must recommend their own graduate dean’s representative. This is the procedure:
   - The name of the recommended dean’s representative must be communicated to the Graduate School on the Defense Notification Form, which is due three (3) weeks before the student’s defense date.
   - The graduate dean’s representative must be a member of the graduate faculty who does not have an appointment in the student’s department.
   - Acceptance of the Defense Notification Form by the Graduate School constitutes acceptance of the recommended dean’s representative. The student and/or committee chair is responsible for communicating directly with the dean’s representative to coordinate all details pertaining to their defense.

2. The Graduate School will no longer accept paper copies of the Defense Notification Form. All forms must be submitted electronically. Doctoral students in the College of Education should submit these forms to gradforms.educ@ttu.edu.

3. The Graduate School is now accepting digital signatures on the Defense Notification Form. Scanned, handwritten signatures are still accepted.

5. The Graduate School now has an ETD checklist to help you better understand the Graduate School’s formatting. You can access this and other resources at the Graduate School’s webpage for Theses and Dissertations. Ensuring that your document conforms to the Graduate School’s requirements will expedite the review process.

If you have any questions about the new Graduate School procedures, please contact: Becky Davidson, Dissertation Supervisor (becky.davidson@ttu.edu).

PLEASE NOTE: The Doctoral Support Center is also here to assist you with the formatting of your dissertation. Students who have utilized our services before submitting to the Graduate School have had minimal corrections required before acceptance of the final draft.

Meet with a Dissertation Specialist at SERA in New Orleans

Dissertation Specialist, Sonya Sherrod, from Texas Tech University—College of Education (TTU-COE) Doctoral Support Center will be attending the 39th SERA Annual Meeting. The conference will be held February 10-12 in New Orleans, Louisiana.

As a special service to our doctoral students, Dr. Sherrod will be offering consultations to attendees from the College of Education who wish to have a one-on-one meeting with her. This service is for doctoral students from TTU-COE only.

This provides an excellent opportunity for doctoral students to experience a face-to-face consultation with one of the Doctoral Support Center staff.

Please contact Dr. Sherrod (sonya.e.sherrod@ttu.edu) for more information or to schedule a consultation.
**TTU Library Offers Classes**

The library staff is offering some classes that you may find useful this semester. The first one is coming up this week! No registration is required to attend these classes:

- **“How to Do a Literature Review”**
  - Friday, January 29th
  - 2:00PM-4:00PM
  - Library Instruction Lab 150

- **“Document Delivery Workshop”**
  - Tuesday, February 2
  - Wednesday, March 2
  - Thursday, April 7
  - Monday, May 2
  - 11:00AM—NOON
  - Library Instruction Lab 150

Other classes being offered at the library are coordinated by the Teaching, Learning, & Professional Development Center (TLPDC), such as several sessions of Cayuse IRB training, conference prep workshops, and other graduate student development workshops. You may access these courses at the [TLPDC Registration](#) pages.

**Doctoral Dissertation Completion Fellowships - Deadline Approaching Fast**

Doctoral Dissertation Completion Fellowships enable students to work exclusively on their dissertation research in order to facilitate completion of their degree. Recipients must be advanced to candidacy for the Ph.D. and expect to complete their dissertation during the 2016-2017 academic year. Support will be available for up to 12 months. The stipend level will be the equivalent of their current assistantship stipend, and it may be augmented from scholarship/fellowship/grant sources.

- Deadline for applications is February 15, 2016.
- Awardees notified by March 1, 2016

For additional information and online application [click here.](#)
For more information, send email [donna.rogers@ttu.edu](mailto:donna.rogers@ttu.edu).

**Need Help Formatting your Dissertation?**

Wouldn’t it be great if there was some way that you could wave a magic wand and—POOF—just like that your dissertation was formatted correctly? Well, it’s not quite magic, but the DSC has tools to help you deal with all the tasks of formatting your document.

From headings and tables of contents, to captions and lists of tables, to paragraphs and block quotations, to bulleted lists and page numbering, the DSC Dissertation Template is one tool you can use to properly format your document to meet the requirements of the Graduate School.

Whether you are just beginning to write your proposal or you are about to defend and submit your completed dissertation, the DSC can help you apply the proper formatting to your document by using an MSWord template expressly designed for dissertation documents.

Lesley Shelton, Senior Editor of the DSC, will present an overview of the DSC Dissertation Template on Friday, February 5, at noon-12:45 on Blackboard Collaborate. Please email Ms. Shelton to receive the login information before Feb. 5 ([lesley.shelton@ttu.edu](mailto:lesley.shelton@ttu.edu)).

Remember that the DSC is here to help YOU be successful in your doctoral program!
The Doctoral Support Center (DSC) was created in the fall of 2014 as an innovative solution to address the burgeoning demands of academic writing support for doctoral students in the College of Education at Texas Tech University. This support is offered online and face-to-face to meet the needs of all doctoral students. The DSC offers comprehensive support with academic writing tasks leading up to the dissertation that include assignments for coursework, human subjects protection proposals, dissertations proposals, and dissertations. The DSC also provides motivational support for students through activities such as writing workshops and rallies. Essentially, the DSC provides “wrap-around” support for students from start to finish. The primary goal of the DSC is to assist students in the successful completion of their doctoral programs.

How to Submit Drafts to Blackboard for Review and Feedback

Log in to Blackboard and select the course designated as the DSC from your dashboard.

Follow the instructions to submit your draft. Be sure to specify your concerns using the comments.

The DSC team will review and comment on the draft and send you feedback through the “Track Changes” and “Comments” review features in Microsoft Word, as well as the Comments box in Blackboard. You may also receive an attached document with general comments or notes.

You will revise the draft, incorporating feedback as you see fit. Ultimately, YOU make the final writing decisions, in consultation with your chair and committee.

Be sure to give us plenty of time to address your concerns. Papers are generally assigned to staff members on a first-in-first-out basis. Expect turnarounds of five or more days, depending on number and type of submissions.