

## TIME FRAME and Step by Step Guide to the Azrieli Dissertation Process

### PHASE I – TOPIC SELECTION, CONCEPTUALIZATION AND PRELIMINARY SCHOLARSHIP

*This can be accomplished at any time after completing the first year of the program.*

#### Timeline

During the summer of the first year of the program students will complete their first possible dissertation topics.

Our goal is that the second capstone, completed in summer of year two, will help students narrow their focus to a specific topic and area of inquiry. Over the course of the dissertation chair. BO u s s

#### Topic choice

Consider a Topic or Area of Inquiry

- May be outgrowth of area of study in a course or something you generate on your own. It can also be an extension of a professor's research project.
  - *Save references and papers from classes – consider choosing related paper topics for several courses to facilitate deeper knowledge in an area of study*
- May be in conjunction with existing faculty or other research projects/data bases from outside of Azrieli
  - *Consider agencies and programs that may have data on topics of interest to you*
- May be outgrowth of prior Azrieli dissertations
  - *Review Azrieli dissertations, consider reading several that interest you. All are available on the YU Library website.*

Conduct preliminary and brief literature search and review (this is something that you will be asked to do during the capstones, but which you will want to extend).

- Ideally, through scholarship in an area, and review of what has already been done in the field, you will uncover a logical and important question to address
  - *Take advantage of the librarians at the YU library for*

If you are having difficulty at this stage and would like to brainstorm ideas, move from ideas to a more specific but do-able projects, feel free to reach out to Dean Berger or the doctoral director, Professor Moshe Krakowski.

### PHASE II – FIND A COMMITTEE CHAIRPERSON AND COMMITTEE

Over the course of your third year of classes you should be honing your topic and considering which faculty member will serve as your chair. Dr. Krakowski will help you with this—feel free to reach out at any time.

Once you have secured a dissertation chair you should assemble a committee together with your chair and have the committee and topic approved by the doctoral director. Make sure that at least one person on your committee is a methodologist—someone whose expertise lies in the type of research methodology you will be using.

At this point there is a form that must be filled out (available online) and signed by you, your chair, and the doctoral director. In order to fill out this form and proceed with your project it is essential that you:

1. Have no incomplete grades
2. Have completed more than half of your coursework

Any form filled out without these conditions in place will not be accepted.

### PHASE III – PROPOSAL DEVELOPMENT

By the end of your third year of classes, you should be turning to the proposal.

2. The process of writing the literature review often entails writing subsections and doing multiple rewrites. It is strongly recommended that students and chairs discuss the style of working that will be most efficient – i.e. should they schedule regular meetings? Will the chair want to review brief segments, or large sections?
3. Unless otherwise decided in advance by the committee, the chairperson will act as both gatekeeper and primary mentor through the entire dissertation process. As such, all work should be submitted first to the chairperson and only forwarded to the committee when the work is relatively polished. The chair may request that a committee member review preliminary work because it is in their area of expertise.
4. Develop research questions
5. You may want to consult with an outside methodologist to help with aspects of the study plan. For example, you may wish to consult with a

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*advisors.* This means that advisors are always the P.I. on any study. You can log into your advisor's account and create the application, putting the advisor as the P.I. and yourself as a

G. After chair's approval, document can be sent to the committee

Based on arrangement with chair and committee, committee may be sent sections separately (i.e. results, then discussion, etc.) or when the document is fully assembled

Students and faculty should make every attempt to respond quickly to drafts and comments. *Students can generally expect that work that they submit will be reviewed within a month.*

H. When informed by a chair and committee that the document is acceptable for defense, the student should contact the doctoral program director

I. Every defense must have (minimally) two outside readers, in addition to the committee, both of whom should be doctorates themselves, unless an exception is granted by the director. The student may suggest these

