

# PROSPECTUS PROTOCOL

## DEPARTMENT OF EDUCATIONAL POLICY STUDIES

1.

**30 calendar days before the date of the presentation** the “Announcement of Prospectus Presentation,” signed by the major advisor, and a copy of the prospectus should be placed in Dr. Curlette’s Signature Folder - in the EPS mailroom, 4th floor, COE. If no revisions are needed, the student’s signed announcement and prospectus will be delivered to Dr. Thompson’s office, suite 1024, COE. If revisions are needed, the student will be contacted.

2

The abstract is a statement of the problem or topic of study, it presents the procedure(s) or method(s), and the results and conclusions. The abstract should begin with: (a) a clear and comprehensive statement of the problem to be investigated or the topic of study; (b) include a description of the methodology to be used in the investigation or study, including the full names and references for any formal instruments or analytical software to be used; (c) describe pertinent characteristics of participants if they are known; (d) describe the research paradigm the researcher will be using to analyze or to describe the results of the study; and (e) describe the significance of the study to the researcher’s field. The abstract must also include a list of index words related to the topic, which can be used to find the document when searching the library’s database. The Abstract paragraph is 350 words (not including the index words, title, and author’s name).

3

Contact Jeff Stockwell - [jstockwe@gsu.edu](mailto:jstockwe@gsu.edu), 404/413-8274 - with date and time to reserve a room in which to hold your presentation.



## College of Education

### Guidelines for the Announcement of Dissertation Defense

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For information regarding the proper format for the announcement of presentation, consult the Guide for Preparing Dissertations (available on the web at <http://education.gsu.edu/files/2013/08/Guide-for-Preparing-Dissertations.pdf>) and the current *Graduate Bulletin*. Additionally, you will want to review the following checklist to ensure that your announcement complies with format specifications.

- The writable form is available at <http://education.gsu.edu/files/2013/08/Dissertation-Defense-Announcement-Form.pdf>.
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- The time, with *a.m.* or *p.m.*, is indicated.
- The location, with *room number and building*, is indicated.
- Required signatures (major advisor, department chair and associate dean) are affixed, *using blue ink*.
- Acronyms do not appear in the abstract title.
- Acronyms used in the body of the abstract are spelled out the first time they appear and are followed by the acronym, parenthetically [e.g., Graduate Record Examination (GRE)]. The acronym may then be used throughout the remainder of the abstract.
- The Abstract is no more than 350 words; title and headings do not count.

#### REMINDERS:

1. Carefully read the current *Deadlines for Doctoral Candidates*.
2. Contact the business manager in your department to reserve a room in which to hold your presentation.
3. Defense must be held between the first day of class and the last day of the term.
4. The original announcement signed by major advisor and department chair must be received by Dr. Walter Thompson, Associate Dean for Graduate Studies and Research, Dean's Office, 10<sup>th</sup> floor COE, at least fifteen calendar days prior to the date of presentation.
5. Submit an electronic copy of the dissertation to The Office of Academic Assistance and Graduate Admissions general e-mail account at [coeddissertations@gsu.edu](mailto:coeddissertations@gsu.edu) at least fifteen calendar days prior to date of defense.
6. You should provide a copy of the announcement to each member of your committee.
7. If you submit an announcement of defense that is not in proper format, contains errors, is in violation of the fifteen-day rule, or do not submit the electronic copy of the dissertation (including all front matter) in proper form, you may be required to reschedule your presentation and submit corrected original.
8. If one of your committee member does not hold graduate faculty status in the College of Education, please submit a Vitae along with the dissertation announcement to the Associate Dean of Graduate Studies and Research.
9. Dr. Walter Thompson, Associate Dean for Graduate Studies and Research, will forward approved original announcement to the Office of Academic Assistance & Graduate Admissions.