

**Oklahoma State University  
School Psychology Program  
Dissertation Chair Evaluation Form**

As part of the student evaluation process, please complete the following items in discussion with your advisee in an open and honest fashion in order to provide him/her with constructive feedback regarding progress on the dissertation. The student will then include this evaluation in the evaluation packet that will be turned in to the school psychology program faculty. If you have any questions or comments please contact a school psychology program faculty member directly. Thank you for your time.

**PW = PROGRESSING WELL A = ADEQUATE NI = NEEDS IMPROVEMENT PA = PROBLEM AREA C = COMPLETED NO = NO OPPORTUNITY (student is not at this phase yet)**

- PW A NI PA C NO 1. Has met with dissertation chair \_\_\_\_ times; meetings are of sufficient number and length to make progress.  
 PW A NI PA C NO 2. Has selected committee and made adequate contact with members for progress expected at this point.  
 PW A NI PA C NO 3. The committee has met \_\_\_\_ times; meetings are of sufficient number and length to make progress.  
 PW A NI PA C NO 4. The student and committee members plan for and schedule meetings, and coordinate efforts.  
 PW A NI PA C NO 5. The student provides committee members with information in advance and meetings and comes to meetings prepared and with clear goals.  
 PW A NI PA C NO 6. Plans have been made as to how the dissertation will be disseminated other than through the DAI (publication and presentation), amount of contribution of each member, and assignment of publication credit.

**Comments:**

- PW A NI PA C NO 7. Conceptualization of the dissertation idea has been sufficiently narrowed and defined, and the topic and design idea are of dissertation quality.  
 PW A NI PA C NO 8. The student has obtained graduate school requirements, the APA style manual, and is clear about how to follow guidelines.  
 PW A NI PA C NO 9. The written outline of the dissertation idea shows good organization and sufficient coverage of the topic selected and includes a time frame for completion.  
 PW A NI PA C NO 10. The project can be reasonably completed in the time period outlined.  
 PW A NI PA C NO 11. The preliminary literature review shows a good understanding of the areas which should be covered in full, progress toward selecting the most relevant published and cited work, and the ability to integrate across articles to derive direction for the dissertation.  
 PW A NI PA C NO 12. The data collection sites have been contacted and have approved data collection; it is reasonably expected that data collection can be completed as described.  
 PW A NI PA C NO 13. The written preproposal, including a summary or outlined literature review with references, and the proposed methodology and data analysis, has been reviewed by all committee members and approved.  
 PW A NI PA C NO 14. The IRB forms have been completed, submitted, and IRB approval has been obtained.

**Comments:**

- PW A NI PA C NO 15. The first three full chapters, including the introduction, full literature review covering all relevant bodies of literature as agreed to by the student and the committee, and the revised methodology and data analysis sections, have been completed and the student is ready for the full proposal.  
 PW A NI PA C NO 16. The full oral proposal has been presented to the committee (and at a public proposal?), final procedural revisions have been clarified, and the data collection process can begin.  
 PW A NI PA C NO 17. Data collection is going according to schedule or has been completed.  
 PW A NI PA C NO 18. Data coding and computer entry are going according to schedule or are complete.  
 PW A NI PA C NO 19. Data analysis is going according to schedule or is completed.  
 PW A NI PA C NO 20. The writing of the results section is going according to schedule or is completed.  
 PW A NI PA C NO 21. Results interpretation, including a written outline of major findings and proposed implications to be included in the discussion section (reviewed by all committee members), is going according to schedule or is completed.  
 PW A NI PA C NO 22. The written discussion section is going according to schedule or is completed.  
 PW A NI PA C NO 23. The dissertation defense preparation is going according to schedule or the defense has been completed!  
 PW A NI PA C NO 24. The appropriate copies, in the appropriate format, have been submitted to the graduate school.  
 PW A NI PA C NO 25. The dissertation has been written in an appropriate format for publication and has been submitted, and a component has been submitted for presentation, or appropriate progress in this area is being made.

**Comments:**

\_\_\_\_\_  
**Dissertation Chair signature**

\_\_\_\_\_  
**Date**

\_\_\_\_ I participated in the completion of the above evaluation, have discussed it with my chair, and have made plans for successful completion of my dissertation.

\_\_\_\_ This puppy is done!

\_\_\_\_\_  
**Student signature**

\_\_\_\_\_  
**Date**