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Prevention Science Graduate Program

WASHINGTON STATE UNIVERSITY

Graduate Student Handbook

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TABLE OF CONTENTS

Handbook Overview 4
Program Introduction 5
What is Prevention Science? 5
Prevention Science Careers 5
Prevention Science Graduate Program at WSU 5
Program Director 6
Program Coordinator 6
Learning Objectives 7
Advising and Committees 7
Prevention Science Colloquium 9
Assistantships 10
Residency Requirement 10
Academic Program Policies 10
Progress Towards Degree 10
Evaluation of Student Progress 11
Student Grievance Policies 12
Degree Requirements & Timeline 12
Course Requirements 13
Credit Requirements 13
Core Curriculum Requirements 15
Recommended Electives 17
Program of Study 17
Transfer Credits & Course Substitutions 18
Institutional Review Board (IRB) Requirements 19
Master's Thesis 20
Transferring a Thesis 20

Preliminary Doctoral Exam 24
Key Prevention Science Concepts 27
Doctoral Dissertation 29
Theses & Dissertation Standards 33
Introduction 33
Literature Review 34
Method 35
Results 36
Discussion 37
References 37
Appendices 37
Three Manuscript Dissertation Option 37
Appendix 39
Important Websites for Prevention Science Students 40
Sample Curriculum 41
TA & RA Responsibilities and Guidelines 42
Prevention Science & Human Development Graduate Course Rotation Schedule 49
Prevention Science 1st Semester Student Checklist 50
Master's Thesis Student Checklist 52
Preliminary Doctoral Exam Student Checklist 57
Doctoral Dissertation Student Checklist 60
Three Manuscript Dissertation Guidance 64
Part-Time Student Tips & Tricks 67
Protocol for Students Applying for Travel Funding 68
Annual Prevention Science Poster Session.....69
Required Forms by Stage in Program 70
Paperwork Submission Protocol 71
Prevention Science Thesis Proposal Approval Form 72
Prevention Science Dissertation Proposal Approval Form 73

Preliminary Exam Advisor Checklist……74
Course Substitution/Replacement Form……...75
Recommended Timeline……..76
Preliminary Exam Research Statement Rubric……87

HANDBOOK OVERVIEW

Welcome to the Prevention Science Graduate Program. This handbook is intended to help you make the most of your experience as a student, to acquaint you with the workings of our program, and to clarify questions you might have about expectations or procedures.

This handbook is not exhaustive. It is intended to help you get off to a good start in the program, and to be a guide as you continue in the program. There are many other resources you can consult when you have questions, including your mentor, fellow students, your peer mentor, Program Coordinator, Program Director, Graduate and Professional Student Organization, and Human Resources

The information contained in the handbook is based on existing Prevention Science and Graduate School policies as of the date the handbook was updated. However, since requirements and procedures can change, it is important that you check the Prevention Science and Graduate School's websites as you progress through the program to ensure that you are following the most up-to-date requirements and procedures.

Below are a few tips for using this handbook:

- The content is organized according to the typical progression through the Prevention Science program for a full-time student. If you are a part-time student and/or a full-time WSU employee, please consult with your advisor and the "Part-time Student Tips & Tricks" in the Appendix for additional considerations.
- If you are using an electronic version of the handbook, you can navigate directly to a specific section of interest from the Table of Contents and through the hyperlinks.
- Hyperlinks to locations within the handbook and to external sites are in blue and underlined.
- The Appendix contains several helpful documents, including a list of important websites, sample curricula and checklists for each of the major milestones: Master's Thesis, Preliminary Exam, and Dissertation.
- Pay special attention to the information contained in the shaded boxes.
- Because this handbook is updated periodically, make sure you use the most recent version, which is posted on the Prevention Science website.

PROGRAM INTRODUCTION

What is Prevention Science?

Prevention Science is an interdisciplinary field that applies basic research on individuals, families, and their communities to the development, evaluation, and dissemination of scientifically based programs to promote the physical, social, and psychological well-being of individuals and their families. Prevention scientists:

- Conduct basic research on risk and protective factors
- Design research-based prevention programs
- Evaluate programs under natural and controlled conditions
- Make recommendations for social policy and the improvement of existing programs.

Prevention Science Careers

Students with a doctoral degree in Prevention Science are well qualified for a range of positions in several professional settings. Graduates can work as program evaluators, research analysts, and administrators in government; for private research institutes (e.g., Rand Corporation), social service agencies, and consulting firms; as foundation program officers and grant evaluators; as tenure- track faculty members in departments of child development, communication, developmental psychology, educational psychology, family studies, human development, public health, nursing, sociology, and social work; as research associates and program coordinators for grant-funded projects; and as university extension faculty. Career opportunities in Prevention Science can be found on the Society for Prevention Research here.

Prevention Science Graduate Program at WSU

The Prevention Science Graduate Program is an interdisciplinary Ph.D. program involving the Department of Human Development, the College of Communication, the College of Education, the College of Nursing, the College of Medicine, as well as the Department of Psychology and WSU Extension. It involves faculty and students from the Pullman, Vancouver, Spokane, and Tri-Cities campuses and Extension. It is administrated by the Department of Human Development, with the Program Director a faculty member in Human Development. Through coursework and research experiences, students are given numerous opportunities to engage in preventionrelated outreach activities through our partnership with WSU Extension. Students are required to take courses across disciplines and to have faculty members from multiple disciplines on their M.S. and Ph.D. committees.

PROGRAM DIRECTOR

Dr. Sammy Perone is an Associate Professor of Human Development and the Prevention Science Program Director. Please contact him with any questions regarding the Prevention Science Graduate Program.

Office: 515 Johnson Tower Email: sammy.perone@wsu.edu
Phone: 509-335-8659

PROGRAM COORDINATOR

Please contact Callee Daily if you have any administrative questions, including those related to registering for courses, Graduate School policies, forms, and procedures. All forms should be processed through the Program Coordinator.

Office: 501 Johnson Tower Email: callee.beebe@wsu.edu Phone: 509-335-8439

All Graduate School forms should be submitted to the Program Coordinator prior to being submitted to the Graduate School to (a) assure that they are correct, and (b) so that the Prevention Science program can maintain a record of their submission. For a list of the required forms by stage in the program and our paperwork submission protocol, please see the Appendix.

Students must notify Prevention Science faculty and students about the date, time, and location of their proposal defense meetings (dissertation only) and final defense meetings (thesis and dissertation) at least 10 working days prior to the meeting. Only Prevention Science faculty should be notified about the prelims defense meeting. To expedite this process, please email the meeting information to the Program Coordinator, who will email it to the appropriate listservs.

LEARNING OBJECTIVES

The curriculum for the Prevention Science Graduate Program is designed to ensure that students both (a) receive broad, interdisciplinary training in prevention science; and (b) develop specialized expertise though the selection of electives, research, and outreach activities.

Graduates of this program will have the following competencies:

- A mastery of theory and basic research on human development in the contexts of family, peers, school, and community.
- An understanding of 1) individual, family, and environmental risk and protective factors and how they relate to optimal human development; and 2) the epidemiological approach to assessment of their prevalence.
- The skills to conduct rigorous basic and/or applied research in prevention science.
- The ability to apply theory and research findings to the design of programs that promote optimal development and prevent poor physical, social, and emotional outcomes.
- The ability to design and conduct scientific tests of program efficacy and effectiveness.
- The ability to conduct translational research on program implementation, outcomes, dissemination cost, and sustainability (moving programs from research to practice).
- Effective written and oral communication skills for the dissemination of research findings to a variety of audiences and for affecting evidence- based policy decisions.
- The ability to write successful grant and contract proposals to fund prevention science research and programming.
- The knowledge of and experience with effective teaching strategies.

ADVISING AND COMMITTEES

The advisor-advisee relationship is a critical dimension of your graduate studies. You need to find someone with whom you can work well, who is interested in your field of study, and who has the expertise necessary to guide you successfully through the thesis and dissertation process. The same advisor might serve as the chairperson of both the M.S. and Ph.D. Committees, or a student may have a different advisor for the thesis and dissertation. If a Prevention Science faculty member with a clinical appointment chairs a committee, he or she must co-chair the committee with a tenure track member of the Prevention Science faculty.
When you enter the graduate program, you will be assigned an advisor. This assignment is based both on the perceived match between student and advisor interests and on advisor availability. If, however, you realize over time that a switch in advisors might make sense, this can easily be done. To initiate this process, speak with your advisor and the Prevention Science Program Director.

As soon as you have an idea of your thesis or dissertation research topic you should form a Thesis or Ph.D. Committee. The M.S. and Ph.D. committees are responsible for advising your Program of Study and evaluating your progress toward completion of the program, thesis, and/or dissertation. All committees must be approved by the

Prevention Science Program Director. See the Master's Thesis and Preliminary Doctoral Exam sections below for more details.

Members of the committees can be:

1) Members of the Prevention Science Graduate Faculty – for a current list, see the Prevention Science website.
2) Members of other graduate programs at WSU; or
3) Other individuals with the appropriate training and expertise who are approved by the Prevention Science Program Director, and in some cases, the Dean of the Graduate School.

All committees are defined by the individuals listed on your Program of Study: one for your M.S. and one for your PhD. If you have to change either committee after filing the Program of Study, you can do so by submitting a Committee Change form, which can be found on the Graduate School website.

Remember, all Graduate School forms should be submitted to the Program Coordinator, who will then submit them to the Graduate School.

We encourage students to consider faculty members from various WSU locations across the state (i.e., regional campuses; research and extension centers; and extension county offices). These individuals often bring a wealth of relevant expertise and experience to graduate student committees. Specific requirements for graduate committee members not on the Prevention Science Graduate Faculty are described in the following excerpt from the Prevention Science Graduate Program Bylaws.

1. **Individual Committee Members Internal to WSU (Members of the Graduate Faculty of Other Ph.D. Programs):** Faculty members not officially participating as Graduate Faculty within Prevention Science (for example, a faculty member from another WSU program) may serve on graduate committees for graduate students as long as the faculty member is a member of the Graduate Faculty in his or her own program or discipline and his or her committee appointment is approved by the Program Director of the Prevention Science Ph.D. program.

2. **Individual Committee Members Internal to WSU (Non-PrevSci faculty with a Ph.D. at WSU):** Faculty members not officially participating as Graduate Faculty within Prevention Science and not a member of another graduate faculty, (for example, county-based Extension faculty, clinical faculty from another WSU program), may serve on a Master's graduate committee; faculty with a Ph.D. or equivalent can serve on a doctoral committee.

3. **External Individual Committee Members:** Individuals outside of WSU not officially participating as a Graduate Faculty member in any graduate program at WSU (e.g., a faculty member from other university or a research entity) may be approved to serve as a thesis/dissertation committee member for an individual student on a case-by-case basis. The committee chair for that student should forward the name and curriculum vitae of the desired committee member to the Prevention Science Program Director. With approval of the Program Director, the nomination is forwarded to the Dean of the Graduate School for final approval.

PREVENTION SCIENCE COLLOQUIUM

The Prevention Science graduate program hosts a colloquium series throughout the academic year. It is held on Fridays for one hour and includes research and professional development talks from faculty, graduate students, and invited, external guests. The colloquium contributes to the development of graduate students' skills and knowledge in the field, and therefore **regular attendance is required for all fulltime Prevention Science Ph.D. students unless they have an advisor-approved academic or work conflict at the time of the colloquium.** All Prevention Science faculty are strongly encouraged to attend. The colloquium is an excellent opportunity to build community among Prevention Science students and faculty, and to learn about ongoing research.

ASSISTANTSHIPS

Research assistantships (RA) and teaching assistantships (TA), if offered, are typically provided by the department of the student's advisor, not the Prevention Science program. Therefore, you should consult with the appropriate department for further information on RA and TA opportunities, including specific duties and responsibilities. Students may also apply Graduate assistantships (GA), which are offered by other WSU entities (e.g., WSU Center for Civic Engagement, Health Clinic). More information can be found here.

RESIDENCY REQUIREMENT

Out-of-state students on research, teaching, or graduate assistantships, upon joining the graduate program will receive an out-of-state tuition waiver during their first year of study. During this time, out-of-state students must establish Washington State residency by living in the state of Washington for one year and then submitting the paperwork to establish residency by the 30th day of classes in the fall semester of their second year. International students on assistantships cannot establish residency, so

they will receive an out-of-state waiver for their entire time in the Ph.D. program. The residency questionnaire can be found here.

ACADEMIC PROGRAM POLICIES

Although the Prevention Science faculty expects all students who enter the program to succeed in their academic pursuits, it is necessary to have policies regarding continuance in the program and a process for evaluating student progress.

Progress Towards Degree

Continuance in the Prevention Science program is contingent on making normal progress toward the degree as determined by the Graduate School, the Prevention Science Graduate Program Committee (i.e., Steering Committee), and the student's advisor. Grounds for termination of participation in the graduate program include but are not limited to the following:

- **Failure to make normal progress.** Normal progress is defined as:
  - Maintaining a "B" average. Students who fail to maintain an average of 3.0 will be placed on probation.
  - Completing "Incomplete" grades within one semester.
  - For full-time students: Completing requirements for the Ph.D. within 5 years
- **Failure to actively pursue the degree.**
  - Full-time students are expected to enroll in a full semester course- load (minimum of 10 credits) during fall and spring semesters.
- **Failure to remove deficiencies.**
  - Provisional Admittance: Students who have been provisionally admitted must satisfy provisions within the prescribed period.
  - Academic Probation: Students who have been placed on academic probation (e.g., due to low GPA) must meet probationary criteria for continuance as determined by the Prevention Science program on a case-by-case basis.

Evaluation of Student Progress

You are required to complete a self-evaluation each year, including submission of a brief description of your academic and professional growth and involvement, and an up-to-date curricula vita (CV). This evaluation helps you reflect on your own progress and goals and aids the program in assessing each student's progress toward their degree. Student evaluations are based upon students' performance in their classes, their research, and their assistantship. To assist with this, both your advisor and your research/teaching assistant mentors will complete an evaluation of your performance.

A CV template can be found in the forms folder on the Prevention Science PhD Student Resources shared server. You should regularly update your CV with your professional accomplishments, including publications, conference presentations, service (e.g., PSGSO), teaching (e.g., mentoring undergraduates, teaching assistantships).

When directed by the Prevention Science Program Director, you should complete the self-evaluation form, update your CV, and meet with your advisor to talk about your progress. During this meeting:

- Your advisor will indicate on the Evaluation of Progress Toward Degree Form whether or not you are making satisfactory progress in the program or if he/she has some concerns about your progress;
- You and your advisor will discuss and agree on goals for the next academic year

The Program Director will bring the signed evaluation forms to a meeting of the Prevention Science Graduate Program Committee (i.e., Steering Committee). The committee will discuss any students not making satisfactory progress or for whom there are some concerns (based on assessments from the advisor, the Program Director, or another Prevention Science faculty member), and they will outline specific expectations for these students' future progress and a time frame for meeting these expectations.

After the meeting, the Program Director will send each Prevention Science graduate student a letter informing them of the Graduate Committee's assessment of his/her progress (i.e., satisfactory, unsatisfactory, or some concerns). If you are not making satisfactory progress (or there are some concerns), the letter will outline specific expectations for your progress and a time frame for meeting these expectations.

Student Grievance Policies

Should a graduate student have any grievances regarding the program or their graduate experience, they should discuss this with the Program Director. The director will advise the student on formal grievance procedures should such steps be necessary.

DEGREE REQUIREMENTS & TIMELINE

To earn a Ph.D. in Prevention Science, you must:

1) Complete the required courses,

2) Complete and successfully defend your Master's Thesis, 3) Complete and successfully defend your Preliminary Exam, and 4) Complete and successfully defend your Doctoral Dissertation.

Below is a list of program milestones to be completed in route to your degree in approximately the order they should be completed, which may differ based on the individual student's status (e.g., transferred master's thesis, part-time status). A detailed recommended timeline can be seen in the Appendix.

Program Milestones

MS Thesis Topic Decided
MS Thesis Committee Formed
MS Program of Study Submitted to Graduate School
MS Thesis Proposal Meeting Scheduled
MS Thesis Proposal Successfully Defended
IRB Application Submitted for MS Thesis
MS Thesis Data Collected and/or Analyzed
MS Thesis Defense Meeting Scheduled
MS Thesis Successfully Defended
PhD Committee Formed
PhD Program of Study Submitted to Graduate School
Core Prevention Science Courses Completed
Preliminary Exam Proposal Submitted to Director
Preliminary Exam Proposal Approved
Preliminary Exam Successfully Completed
PhD Dissertation Topic Decided
PhD Dissertation Proposal Meeting Scheduled
PhD Dissertation Proposal Successfully Defended IRB Application Submitted for PhD Dissertation
PhD Dissertation Data Collected and/or Analyzed
PhD Dissertation Defense Meeting Scheduled
PhD Dissertation Successfully Defended

Course Requirements

CREDIT REQUIREMENTS

Students on assistantship must maintain full-time enrollment (10 credit minimum, 1012 credits are average per semester). Part-time students must be registered for at least 2 credits per semester. You will consult with your advisor each semester before determining which class(es) you take. Also, see the Schedule of Classes here and University Catalog here for more detailed information, including when the course is typically offered.

Over the course of your degree(s), you must meet the following credit requirements. See Appendix for a sample curriculum demonstrating one way to fulfill these requirements.

Requirements for completing the M.S. degree (on the way to your Ph.D) are:

- 18 core curriculum credits
- 6 elective credits
- 6 thesis credits, minimum (i.e., PREV_SCI 700)
- 30 credits total (24 of which must be graded credits – i.e., not "pass/fail") to earn a M.S. in Prevention Science

Requirements for completing the Ph.D. degree are:

- 25-27 core curriculum credits (as described below in Table 1) / 28-31 core curriculum credits beginning academic year 2022-23
- 6 thesis credits, minimum (i.e., PREV_SCI 700).
    - These credits will only apply toward the M.S. degree and will not be part of the 72 hours required for the Ph.D. For this reason, it is highly recommended that students do NOT sign up for more than 6 hours of PREV_SCI 700 during their time in the program.
- 20 dissertation credits, minimum (i.e., PREV_SCI 800)
- 27 electives or other credits / 24 electives or other credits beginning academic year 2022-23
- 72 credits total (in addition to your PREV_SCI 700 credits) to earn a Ph.D. in Prevention Science

Additional Notes & Recommendations for 600, 700, and 800 credits:

- 600 credits should be used when students are completing an independent study project with a specific faculty member. For example, if you are working with an HD faculty member to collect, analyze, and/or write-up data from a research

project that is separate from your thesis/dissertation research, you may want to register for HD 600 credits.

- 700 credits should be used when students are working toward the completion of their Master's Thesis. Typically, students register for 1-2 PREV_SCI 700 credits in each of their first 4 semesters. In total, you must complete at least 6 PREV_SCI 700 credits to receive your M.S. in Prevention Science. Please see above and the Master's Thesis section for additional details and requirements about 700 credits.
- 800 credits should be used when students are working toward the completion of their Dissertation. Typically, after students complete their Master's Thesis, and begin preparation for their Prelims exam, they will register for 3-4 800 credits in each semester until they graduate. In total, you must complete at least 20 PREV_SCI 800 credits to receive your Ph.D.

  in Prevention Science. Please see above and the Prelims and Dissertation sections for additional details and requirements about 800 credits.
- For all 600, 700, and 800 credits, students must identify a specific faculty supervisor. When they register, they will be asked to choose which "section" of 600, 700, or 800 credits they are signing-up for. This is where you will indicate the specific faculty member who is supervising (and therefore determining a pass/fail grade for those credits) your work related to those credits.

To meet the required minimum of 72 credits, in addition to the required core and dissertation credits, you will need to register for (a) special projects credit (Com 600, EdPsy 600, HD 600, Nurs 599) for involvement in collaborative research with faculty; (b) elective courses; and/or (c) additional dissertation credits.

CORE CURRICULUM REQUIREMENTS

Table 1 summarizes the required courses making up the Prevention Science curriculum. The range of options within the required curriculum makes it easy for a student entering from any of the disciplines to pursue the Ph.D. and to tailor their program of study to their area of interest. See the Appendix for sample curricula.

There are three core competency areas:

1) Developmental Epidemiology and Public Health
2) Research Methodology & Statistics
3) Program Development, Implementation, and Institutionalization

Over the course of your degree, you must take a core of 25-27 (28-31 beginning academic year 2022-2023) graded credits in these areas and you must take classes

in at least three disciplines (e.g., Communication, Education, Human Development, and/or Nursing). You should take additional electives as well.

Table 1. Prevention Science Core Curriculum. For each core area, choose one class from each category*

Core Area 1. Developmental Epidemiology and Public Health

1A. Theoretical Foundations

PrevSci 511 Introduction to Prevention Science

1B. Family Relationships

HD550 Seminar on Family Relationships

1C. Child Development

HD560 Child Development

Core Area 2. Research Methods and Statistics

2A. Research Methods

PrevSci 513 Research Methods in Prevention Science

2B1. Methods 1: Quantitative

EdPsych 508 Educational Statistics

Nurs 527 Association, Group Difference & Regression Techniques for Health Services

Psych 511 Analysis of Variance and Experimental Design

2B2. Methods 1: Qualitative

EdPsych 507 Foundations of Qualitative Research

2C. Methods 2

EdRes 564 Qualitative Research

EdRes565 Quantitative Research

Nurs 528 Multivariate Statistical Techniques for Health Sciences

Psych 512 Regression & Quasi-Experimental Design

Core Area 3. Program Development, Implementation, and Evaluation

3A. Program Development

PrevSci 535 Effective Prevention Strategies I

3B. Program Implementation

New course (will be offered as HD586 Fall 2024)

3C. Program Evaluation

PrevSci 540 Effective Prevention Strategies II

*The curriculum requirements shown were put into place beginning the 2023-2024 academic year. Prior curriculum requirements for students who began the program prior can be found on the last page of the handbook.

All 1st year, 1st semester students should take PREV SCI 511 and 513 unless approved by their advisor and the Prevention Science Director to do otherwise. Many course have required prerequisites. Some of these be may be waived or fulfilled by Prevention Science core courses. Students should contact the Academic Coordinator from the department for a specific course to discuss waivers, which is usually followed by a request for permission from individual instructors before registering.

Please note that all courses are not necessarily available on all campuses (Pullman, Vancouver, and Spokane). Pay special attention to where the class is being taught. If it does not indicate that it will be broadcast to remote sites and you are not located at the campus where the class will originate, you should contact the instructor to determine if you can take the course from a distance. Also, there must be at least one full-time student registered for the course to be broadcast to remote sites via WSU's videoconferencing software.

RECOMMENDED ELECTIVES

Students should take elective courses to help build strengths in their areas of interest. In addition to courses listed in Table 1 that were not taken as core classes, other recommended elective courses are listed below.

Research Methodology & Statistics courses such as:

- Ed Psych 564: Qualitative Research
- Ed Psych 569: Seminar in Quantitative Techniques in Education (Rotating Topics)
- Ed Psych 568: Quasi-experimental Design
- Ed Psych 572: Introduction to Systematic Literature Reviews & Meta-Analyses
- Psych 515: Multilevel and Synthesized Data
- Psych 516: Applied Structural Equation Modeling with Current Software
- Nurs 587: Research Inquiry: Qualitative Methods
- PrevSci 508: Structural Equation Modeling
- PrevSci 510: Multilevel Modeling
- PrevSci 512: Finite Mixture Modeling **Human Development** courses such as:

- HD 520: Adolescence
- HD 570: Adulthood and Aging
- HD 580: Families, Community, and Public Policy **Communication** courses such as:

- Com 506: Persuasion and Social Influence
- Com 507: Communication Ethics Seminar
- Com 514: Health Communication Theories and Campaigns
- Com 516: Health Communication and Society
- Com 571: Theoretical Perspectives on Media and Society
- Com 572: Mass Media, Social Control, and Social Change

Nursing courses such as:

- Nurs 564: Health Promotion in Nursing Practice

PROGRAM OF STUDY

You must submit a program of study form to the graduate school and internal program of study form to the Program Coordinator listing the courses you plan to take to meet your degree requirements. If you do not enter the program with a Master's degree, you will need to submit two programs of study in accordance with Graduate School policies — one for your M.S. degree and one for your Ph.D. See the Graduate School website for more information here.

The **Program of Study for the Master's Degree** should be submitted by the end of your first year in the program. You must submit the Graduate School's Program of Study form and the Internal Prevention Science Program of Study form to the Program Coordinator. Note graduate school deadlines for submission. It should include:

- Thesis topic or general area
- Members of M.S. Committee (minimum of 3 required)
  List of courses and research credits for M.S. degree (see Course Requirements section)

The **Program of Study for the Doctoral Degree** should be submitted after completing the M.S. and prior to the preliminary exam. You must submit the Graduate School's Program of Study form and the Internal Prevention Science Program of Study form to the Program Coordinator. Check the graduate school website for the deadline. The Doctoral Form should include:

- Dissertation topic
- Members of Ph.D. committee (minimum of 4 required)
  List of courses and research credits for Ph.D. degree (see Course Requirements section)

TRANSFER CREDITS & COURSE SUBSTITUTIONS

Students who were enrolled at another graduate school can have up to 12 transfer credits count towards the Prevention Science degree requirements. If you believe that a course taken elsewhere fulfills a specific Prevention Science course requirement, you should complete the Course Substitution Form (select replace core requirement with similar content), obtain approval from your advisor, and then share the Course Substitution Form and syllabus with the current instructor of the WSU course to see if they believes that the transferring course is an appropriate substitution. The current WSU instructor will then forward the syllabus and his/her recommendation as indicated on the Course Substitution Form to the Prevention Science Director who will decide about the substitution. If you are requesting that the course be transferred as an *elective*, discuss the substitution with your advisor and the Prevention Science Director (no need to contact a current instructor).

If you are requesting a course requirement be replaced with an alternate course, complete the Course Substitution Form (select replace core requirement course with alternate course), including a statement of rationale for how the course satisfies the intent of the course requirement. Instructions are provided on the form. Obtain approval from your advisor and submit the Course Substitution Form and syllabus to the Prevention Science Director who will decide about the substitution.

All course substitutions listed in your M.S. and Ph.D. Program of Study forms must be approved by the current instructor of the course if it is for a *required course*, the Prevention Science Director, and the Graduate School. Once you have approval, you should include the transfer courses on your Program of Study form. As described in the Graduate School transfer policy, you may need to attach a transcript, a catalog description of the courses, and in some cases course syllabi. It is important to note that the time to degree (expected graduation time) for the Ph.D. is 10 years from the oldest coursework on the program of study and this does include transfer credit. For example, if the courses listed from Fall 2011 are transferred to count toward your Prevention Science Ph.D. degree, then your expected graduation semester would be Fall 2021 (10 years).

The Graduate School requires that (a) you must have received a B or better in a course that is transferred, and (b) the course must have been completed no more than 10 years prior to your graduation from WSU.

Institutional Review Board (IRB) Requirements

Federal and University regulations require that all research involving human participants conducted by WSU faculty and students be approved by the Institutional Review Broad (IRB). The intent of the policy is to ensure that participants are treated in an ethical manner. See the WSU IRB website for more details.

To help you complete your thesis and dissertation requirements in a timely manner, it is strongly recommended that you take the following steps:

1) **M.S. and Ph.D. Committee Approval**: Prior to applying for IRB approval, you must have the approval of the members of your M.S. or Ph.D. committee. You should be prepared to justify to the members of their M.S. or Ph.D. committee your research protocol (e.g., proposed data collection, description of the sample, use of deception, potential risks to participants, and expected benefits to participants and society). Once the members of your committee have approved the research protocol, you can then complete the

appropriate WSU Human Subjects Form for submission (with required documentation) to the Institutional Review Board (IRB). Note that when the IRB materials are submitted, the thesis or dissertation chair is listed as the principal investigator, not the student, so the faculty advisor must submit the IRB form.

2) **IRB Approval**: When you submit your application to the IRB, you must determine which type of review is appropriate: exempt, expedited, or full board. See the WSU IRB website for guidance on making this determination. Exempt and expedited reviews usually take several weeks for approval. Full board reviews are held at monthly IRB meetings (except during summer months). If a full board review is required, you will be contacted if you need to attend the IRB meeting to answer any concerns IRB members may have about the proposed research. Once your research protocol is approved, you can begin your research project.

Master's Thesis

All students must complete a Master's Thesis as part of the Ph.D. in Prevention Science. If you enter the Ph.D. program with a Bachelor's degree, you must complete a Master's thesis on your way to the Ph.D. The M.S. degree will be awarded in Prevention Science, but it is not a terminal M.S. degree. In other words, we expect that all students in good standing who complete their M.S. degree will continue to complete the Ph.D. in Prevention Science.

If you enter the Ph.D. program with a Master's degree from another program, you can request that this thesis be approved as fulfilling the M.S. requirement for the Prevention Science Ph.D. program. To do this:

- During your first semester as a degree seeking student in the Prevention Science Ph.D. program, you must send your advisor: a) the completed thesis, and b) a 1-3 page written statement that describes how the thesis aligns with the field of Prevention Science.
- Your advisor will create a committee of three members of the Prevention Science faculty (two members plus the advisor) who will evaluate the thesis. Before this committee receives the thesis, its membership must be approved by Prevention Science Director.
- The committee will review it to determine if (a) the topic is in the prevention area, broadly defined, (b) the thesis involves the collection and/or analysis of data—quantitative or qualitative, and (c) the thesis meets the quality standards of other M.S. theses in the Prevention Science program.
- If the consensus of the committee is that the thesis fulfills these requirements, then your advisor will forward the thesis to the Prevention Science Director for final approval.
- If it does not meet these standards, then the advisor will submit the thesis to Prevention Science Director with a brief explanation for why it does not meet

the program's thesis requirements and the student will have to complete an M.S. thesis at WSU before moving on to the Preliminary Doctoral Examination.

There are four major steps to completing the Master's Thesis.

For more detailed information, consult the:

- **Theses and Dissertation Standards section below.**
- **Appendix for the Master's Thesis Student Checklist and a list of required forms for students at the Master's Thesis stage.**
- **Graduate School website for the latest rules and regulations for Master's Theses: http://www.gradsch.wsu.edu/**

You can also view examples of past Prevention Science students' theses on the shared Prevention Science Ph.D. Student Resources server. Please contact the Program Coordinator for access.

1) **Select Topic & Committee**: Work in collaboration with your advisor, and in PREV_SCI 513 (Research Methods), to choose a topic, and develop research questions and a plan for your Master's Thesis. Select M.S. Committee according to the following requirements.
    a. Minimum of three faculty, including advisor (i.e., committee chair)
    b. If a Prevention Science faculty member with a clinical appointment chairs a committee, he or she must co-chair the committee with a tenure track member of the Prevention Science faculty.
    c. Chair and at least half of the committee must be Prevention Science faculty.
    d. Members must come from at least two (preferably three) disciplines (e.g., Human Development and Educational Psychology).
    e. At least two members must have their Ph.D. or equivalent.
    f. All committees must be approved by the Prevention Science Director.
2) **Preliminary Meeting**: You are strongly encouraged to meet informally with the members of your committee prior to scheduling a formal proposal meeting. These meetings may be one-on-one or in a larger group. This gives you the opportunity to ask committee members for advice and feedback about your proposed research before the formal proposal meeting, while allowing committee members an opportunity to ask for clarification and voice any concerns about the proposed study.
3) **Proposal Meeting**: A formal proposal meeting is required for the Master's Thesis. However, unlike at the Dissertation Proposal meeting, only you and your committee attends. You will submit a fully written thesis proposal including

introduction, literature review, methods, data analysis plan, and reference sections to your committee approximately one month prior to when you would like to hold your official proposal meeting. Your committee has two weeks to review your proposal and determine if it is of sufficient quality to proceed with scheduling the proposal meeting. Below is a description of the typical protocol for this meeting, which should last approximately 1.5-2 hours.

a. Committee meets briefly without the student.
b. Student gives 20-30 minute presentation outlining the proposed project.
c. Committee asks student questions about the proposed project.
d. Committee asks student to leave the room.
e. Student returns and committee gives their assessment, including any needed edits, revisions, or modifications to the proposed project.
f. Final approval of the proposal comes in the form of a signed agreement between you and your committee members (see Prevention Science Thesis Proposal Approval Form in the Appendix). The signed agreement indicates that you agree to carry out the thesis project as discussed in the proposal meeting. Any subsequent substantial changes in the design of the thesis may require re- approval from committee members.
g. After completing the approval form, please submit it to the Prevention Science Program Coordinator.

4) **Final Thesis Defense Meeting**: A formal thesis defense (also known as oral examination) is required. Below are several important requirements for this meeting. Please note that the Graduate School has very firm deadlines for scheduling the thesis defense. You must submit a complete, final version of your thesis to your committee approximately one month prior to when you would like to hold your final thesis defense meeting. Your committee has two weeks to review your proposal and determine if it is of sufficient quality to proceed with scheduling the proposal meeting. The defense can then be scheduled two weeks thereafter. Keep these requirements and deadlines in mind as you plan for scheduling your thesis defense. If you have concerns that you won't make the deadline, don't rush the defense—it is much better to postpone it until the next semester. See Appendix for a more detailed description of these steps in the Master's Thesis Student Checklist.

It is possible that this form will not be signed at the end of the proposal meeting. There are two conditions under which you will not pass the proposal meeting: (a) you do not adequately prepare the materials and/or fail to demonstrate that you are ready to move forward with the research; and/or (b) the committee recommends <u>significant</u> changes during the proposal meeting. If this happens, you, under the direction of the primary advisor, should schedule a second proposal meeting later.

- Proposal and final defense meetings must be scheduled in different semesters.
- Students must be registered for a minimum of 2 credits of Prev_Sci 700 during the semester or summer session in which the final defense takes place.
- The final defense meeting is open to the entire University community and therefore it must announced to the Prevention Science faculty and students at least 14 days in advance of the scheduled defense date. Students may invite others to the defense as well, such as loved ones. Email the date, time, location, and thesis title to the Prevention Science Program Coordinator several days before this 14-day deadline to assure it is distributed to faculty and students at least 14 days in advance of the scheduled defense date.
- The Graduate School requires signatures from all committee members on the Examination Scheduling Form before the final defense can be officially scheduled. Signing this form indicates that committee members believe the student will be ready to defend his/her work at the scheduled defense. The Graduate School requires that the defense be scheduled at least two weeks prior to the actual defense date; the thesis must be ready to defend two weeks prior to your defense date and therefore no major changes should be made within the two weeks prior to the defense.
- At the time the defense meeting is announced (at least two weeks before the defense date), an electronic copy of the completed thesis must be emailed to the Program Coordinator so that it is available for review by all faculty and students. Your thesis has to be uploaded to ProQuest (for formatting approved by a member of the Graduate School) no later than 10 business days before the examination. Details in the "Thesis/Dissertation Submission and Formatting Requirements" document on the graduate school website.
- The final oral examination cannot proceed until all other requirements for the degree have been met.
- Your committee members may attend by video conference. All members will vote on whether you have passed.
- The examination centers around the thesis, but you should be prepared to address related substantive and theoretical issues emerging from the document. The examining committee includes the student's thesis committee, whose chair presides, and any other member of the Prevention Science Graduate Faculty in attendance.
- The Committee Chair submits signed ballots indicating whether you "passed" or "failed" the defense to the Program Coordinator, who will submit them to the Graduate School within 5 working days. Students are not allowed to handle the signed ballots.
- At the conclusion of the examination, the committee may stipulate changes before certifying to the Graduate School that you have met the requirements for the degree (i.e., signing off on the thesis). You are required to make the requested written changes and give copies to each committee member before the committee can sign off on the document. According to Graduate

School policy, the revisions and final approval must be received within 5 working days of the oral defense.

- Once the committee has so certified, it is your responsibility to prepare the required forms and comply with the Graduate School's guidelines regarding submission of the final version of the thesis. The Program Coordinator is also available to assist, especially for those students not physically located in Pullman. You update your ProQuest submission with a final, revised version of your thesis after a successful thesis defense
- As of Spring 2020, the Graduate School has replaced the requirement for hard copies (on 100% cotton pages, with ink signatures) for the front pages of theses and dissertations with an electronic process. All students must submit a copy of the title page, abstract page, and signature page through the Graduate Records Management (GRM) system in myWSU, where it will be forwarded to all advisory committee members for electronic approval
- If you do not pass the defense, you will have one more chance to successfully defend your thesis (i.e., retake the oral examination). This defense meeting must be scheduled at least three months after the initial defense and according to Graduate School policy, you are required to submit the scheduling form at least 15 working days in advance of the meeting.

Preliminary Doctoral Exam

Once you have completed your M.S. thesis and core coursework, you will take your Preliminary Doctoral Exam, also referred to as prelims. The goal of prelims is to determine if you (a) have a solid disciplinary foundation of the Prevention Science field and your chosen specialty area, and (b) are ready to conduct independent dissertation research under supervision of a mentor.

Your Preliminary Exam Committee will develop exam questions, which are (a) tailored to your specific program of interest and (b) test your competency in the three core components of the Prevention Science curriculum. Therefore, although each student's exam will cover the core competencies, it will consist of a unique set of four questions. The committee should ensure the questions can be successfully answered based on knowledge obtained from the assigned reading list. Students are free to cite works that are outside of that agreed upon list, but this is not an expectation.

There are two major components to prelims: the written exam and the oral defense. The written component is a take-home exam. You will have two weeks to write 1015 page responses (not including references) to each of the four questions (double spaced, 12 point font, APA style references and citations) in the following areas:

1) Developmental Epidemiology and Public Health;
2) Research Methodology & Statistics;

3) Program Development, Implementation, and Institutionalization; and 4) Your chosen specialty area.

To begin this process, you and your advisor should read the Preliminary Doctoral Exam section of the Graduate Handbook and review the Advisor Checklist. You must then select your Preliminary Exam Committee, which is normally your Ph.D. committee. This committee will write your questions and will help you prepare reading lists for each of the four areas. The committee must adhere to the following requirements:

- Minimum of four faculty, including advisor (i.e., committee chair)
- The members must come from at least two disciplines (preferably three), and at least three committee members must be Prevention Science faculty (including the committee chair).
- All members must have their Ph.D. or equivalent
- All committees must be approved by the Prevention Science Director

Students must be registered for at least two hours of PREV_SCI 800 during the semester that they take their preliminary exam. For more detailed information about this and other requirements for prelims, consult the:

- **Appendix for the Preliminary Doctoral Exam Student Checklist, Advisor Checklist, and a list of required forms for students at the prelims stage.**
- **Graduate School website for the latest rules and regulations for Doctoral Dissertations: http://www.gradsch.wsu.edu/**

You can also view examples of past Prevention Science students' prelims proposals and exam questions. Please contact the Program Coordinator for access.

After you have selected a committee, there are five major steps to completing the Preliminary Exam.

1) **Develop Prelims Proposal**: In consultation with your committee, compile:
    a. A reading list containing approximately 80-100 readings total,
        i. 20-30 readings for each of the three Prevention Science core competency areas: Developmental Epidemiology and Public Health; Research Methodology & Statistics; Program Development, Implementation, and Institutionalization
        ii. 20-30 readings in your specialty area
        iii. The entire committee will review the list before the materials are submitted to the steering committee

b. 2-3 page, double-spaced research statement describing your specialty area
    i. The "Research Statement" should describe what the student wants to pursue in their research, the importance of their work to the existing literature, and its connection to Prevention Science. The statement should identify the theoretical grounding of the proposed work, populations of interest, and specify the basic methodological approach.
    ii. Use the Preliminary Exam Research Statement Rubric (see Appendix) when writing the research statement, which will be used by the Prevention Science Steering Committee to assess the statement.
c. Three suggested exam questions for your specialty area. Please note that your committee will select or revise one or more of these questions to be included on the exam.

2) **Submit Prelims Proposal for Approval**: After receiving final approval from your Ph.D. Committee, your advisor will email your Prelims Proposal and Advisor Checklist to the Prevention Science Director for approval from the Prevention Science Graduate Program Committee (i.e., Steering Committee). This should be done in the semester (i.e., by the last day of the final exams period of the fall, spring, or summer) prior to the semester you would like to begin writing the exam. Please note that if you want to take prelims in the fall, you can submit these materials for approval in either the prior spring or the summer semester. Students do not need to be enrolled in the summer to submit these materials, and they will not be reviewed until the fall semester. The time to receive comments from the steering committee is about 4 weeks, no including university holidays and breaks.
3) **Prepare for the Exam**: Once approved by the Prevention Science Graduate Program Committee (i.e., Steering Committee), you should complete the readings and prepare for the exam. Between the time that your prelims proposal is approved and you take the exam, your Ph.D Committee will meet to write your exam questions (i.e., the Developmental Epidemiology and Public Health question; the Research Methodology & Statistics question; and the Program Development, Implementation, and Institutionalization question) along with your final specialty question. In writing the specialty question, your committee will either choose one of the questions you wrote or modify/combine your questions in some way.
4) **Schedule the Exam**: In consultation with your committee and in accordance with Graduate School policy, schedule your exam. There are two dates that must be scheduled: 1) the day you will receive the prelims questions and begin writing your written responses (you have two weeks to complete your written responses and submit them to your committee), and 2) the day and time you hold the oral defense of your written responses (ideally this should take place

at least 1 week, but no more than 2 weeks following submission of the completed exam responses, but according to Graduate School policy can occur up to 30 days after turning in your written exam). The oral defense meeting is open to all Prevention Science Faculty members and therefore it must announced to them at least 10 business days in advance of the scheduled defense date. Email the date, time, and location, to the Prevention Science Program Coordinator several days before the 10-day deadline to assure it is distributed to faculty in advance of the scheduled defense date. Also, you must submit the completed Examination Scheduling Form to the Program Coordinator early enough so that she can upload/submit it to the Graduate School at least 10 business days before the date of the oral defense of your prelims.

5) **Take the Exam**: Finally, you will write your written responses and orally defend them according to the above requirements. At least one member of your Ph.D. Committee must be physically present in the room with you at the oral defense (the other members may attend by video conference). All members will vote on whether you have passed each of the four questions. Other members of the Prevention Science faculty may be present at this meeting and may vote as well. Below is a description of the typical protocol for this meeting, which should last approximately 2.5 hours. ○ Committee meets briefly without the student or non-committee faculty. ○ Committee asks student questions.
    - Committee asks student to leave the room.
    - Student returns and committee gives their assessment. ○ Committee signs Graduate School ballots to indicate their final approval.
    - The Committee Chair submits signed ballots indicating whether you "passed" or "failed" the exam to the Program Coordinator, who will submit them to the Graduate School within 5 working days. Students are not allowed to handle the signed ballots.

You must submit the completed Preliminary Exam Scheduling form to the Program Coordinator early enough so that they can upload/submit it to the Graduate School at least 10 business days before the date of the oral defense of your prelims. The exam can be taken during the fall, spring, or summer semesters. Summer examinations may only be taken if all of a student's prelim committee members are available to participate in the proposed timeframe.

If you do not pass all four prelims questions, you will be given one additional chance, at least three months later, to answer new questions in the area(s) that you did not pass. As detailed in the WSU Graduate School Policies and Procedures document, if

you do not pass all questions on this second exam, your enrollment in the Graduate School will be terminated.

KEY PREVENTION SCIENCE CONCEPTS

Consult the syllabi from required core Prevention Science courses for key concepts you can expect to be addressed in the exam, depending on the graduate courses the student has taken and in consultation with the committee. They include, but are not limited to:

Developmental Epidemiology and Public Health

- Understand the basic elements of the public health model -- population- level health, risk and protective factor framework -- as they apply to prevention of emotional, mental and behavioral disorders
- Identify risk and protective factors related to positive and negative health-related outcomes in a population (generally and about student's specific area of interest)
- Identify prevention needs and targets for intervention by describing the incidence and prevalence of these factors and outcomes across stages of development, populations, and geographic areas
- Understand how identified risk, promotive, or protective factors, processes and mechanisms are related to positive and negative health-related outcomes (e.g., as mediators and moderators)
- Understand the distribution of risk, promotive, and protective factors across stages of development, populations and geographic areas
- Understand major developmental and motivational theories applied in the study of prevention:
    - Developmental: Ecological, biopsychosocial, developmental psychopathology, social learning theory, social development theory
    - Motivational: Stages of change, social cognitive, self-determination theory, transtheoretical model, health behavior change model • Identify major strands in the history of the development of field:
    - Public health o Community psychology o Clinical psychology
    - Human development and family studies o Developmental psychology

Research Methodology & Statistics

- Describe when and why to use the following analytic techniques, and describe their basic assumptions: ○ Regression (hierarchical, univariate, multivariate)
    - ANOVA and MANOVA
    - Multilevel modeling/hierarchical linear modeling
        - For nested data
        - For longitudinal data ○ Structural equation modeling
    - Confirmatory and exploratory factor analysis ○ Propensity scoring ○ Multiple imputation
- Understand and describe the following terms and concepts:
    - Reliability and construct validity ○ Internal validity, including threats to validity ○ Latent vs. manifest/observed variables ○ Person-centered vs. variable-centered approaches ○ Population vs. sample ○ Parameter vs. statistic
    - Parametric vs. non-parametric methods ○ Effect size and power
    - Research vs. program evaluation
- Describe differences between these study designs; understand strengths, weaknesses, and when each design is most appropriate: ○ Basic survey methodology and sampling techniques
    - Experimental, quasi-experimental, and observational study designs
    - Economic analysis (Cost-benefit analysis)

Program Development, Implementation, and Institutionalization

- Describe different phases of prevention research (program development, implementation, adaptation, dissemination, sustainability)
- Understand how to apply theory and basic research findings to development of prevention programs
- Describe the criteria used to determine whether a program is considered "evidence based"
- Describe differences between efficacy and effectiveness trials
- Describe how to engage stakeholders and why stakeholder/community participation in various phases of prevention research is important
- Describe major theoretical approaches to understanding and evaluating prevention programs:
    - Diffusion of innovation theory
    - Glasgow's RE-AIM model
    - Utilization-focused program evaluation
    - Community participatory evaluation

- Describe translational research and how it differs from other phases of prevention research

Doctoral Dissertation

Once you have passed your prelims, you will begin work on your Doctoral Dissertation. **The four major steps to completing the Dissertation are the same as your Master's Thesis, with a few minor differences noted below in bold italics.**

For more detailed information, consult the:

- **Theses and Dissertation Standards section below.**
- **Appendix for the Doctoral Dissertation Student Checklist and a list of required forms for students at the dissertation stage.**
- **Graduate School website for the latest rules and regulations for Doctoral Dissertations: http://www.gradsch.wsu.edu/**

You can also view examples of past Prevention Science students' dissertations. Please contact the Program Coordinator for access.

1) **Select Topic & Committee**: Work in collaboration with your advisor, to choose a topic, and develop research questions and a plan for your Dissertation. ***Typically, your Ph.D. Committee is the same as your Prelims Committee, but you should make changes if necessary. To do that, you must complete a Committee Change Form. A signed copy should be submitted to the Program Coordinator who will submit it to the Graduate School.***
2) **Preliminary Meeting**: You are strongly encouraged to meet informally with the members of your committee prior to scheduling a formal proposal meeting. These meetings may be one-on-one or in a group. This gives you the opportunity to ask committee members for advice and feedback about your proposed research before the formal proposal meeting, while allowing committee members an opportunity to ask for clarification and voice any concerns about the proposed study.
3) **Proposal Meeting**: A formal proposal meeting is required for the Dissertation and, unlike the Master's proposal meeting, ***it is open to other faculty and students.*** You will submit a fully written dissertation proposal including introduction, literature review, methods, data analysis plan, and reference sections **(*Note: If you are doing the Three Manuscript option, the sections will vary – see Appendix for guidance*)** to your committee approximately one month prior to when you would like to hold your official proposal meeting. Your committee has two weeks to review your proposal and determine if it is of

sufficient quality to proceed with scheduling the proposal meeting. Below is a description of the typical protocol for this meeting, which should last approximately 1.5-2 hours.

a. Committee meets briefly without the student ***or non-committee attendees***.
b. Student gives ***30–45-minute*** presentation outlining the proposed project.
c. Committee ***and non-committee attendees*** ask student questions about the proposed project.
d. ***Committee dismisses non-committee attendees, such as the public or those invited by students.***
e. ***Committee asks student any remaining questions (without non-committee attendees present).***
f. Committee asks student to leave the room.
g. Student returns and committee gives their assessment, including any needed edits, revisions, or modifications to the proposed project.
h. Final approval of the proposal comes in the form of a signed agreement between you and your committee members (see Prevention Science Dissertation Proposal Approval Form in the Appendix). The signed agreement indicates that you agree to carry out the dissertation project as discussed in the proposal meeting. Any subsequent substantial changes in the design of the dissertation may require re-approval from committee members.

i. After completing the approval form, please submit it to the Prevention Science Program Coordinator.

It is possible that this form will not be signed at the end of the proposal meeting. There are two conditions under which you will not pass the proposal meeting: (a) you do not adequately prepare the materials and/or fail to demonstrate that you are ready to move forward with the research; and/or (b) the committee recommends significant changes during the course of the proposal meeting. If this happens, you, under the direction of the primary advisor, should schedule a second proposal meeting at a later date.

4) **Final Dissertation Defense Meeting**: A formal dissertation defense (also known as oral examination) is required. Below are several important requirements for this meeting. See Appendix for a more detailed description of these steps in the Doctoral Dissertation Student Checklist.

- ✓ Proposal and final defense meetings must be scheduled in different semesters. ✓ Students must be registered for a minimum of 2 credits of Prev_Sci 800 at the beginning of the semester or summer session in which the final defense takes place. ✓ The final defense meeting is open to the entire University community and therefore it must announced to the Prevention Science faculty and students at least 14 days in advance of the scheduled defense date. Email the date, time, location, and thesis title to the Prevention Science Program Coordinator several days before this 14-day deadline to assure it is distributed to faculty and students at least 14 days in advance of the scheduled defense date.
- ✓ You must submit a complete, final version of your dissertation to your committee approximately one month prior to when you would like to hold your final dissertation defense meeting. Your committee has two weeks to review your dissertation and determine if it is of sufficient quality to proceed with scheduling the final dissertation defense meeting. ✓ The Graduate School requires signatures from all committee members before the final defense can be officially scheduled (Examination Scheduling Form). Signing this form indicates that committee members believe the student will be ready to defend his/her work at the scheduled defense. The Graduate School requires that the defense be scheduled at least two weeks prior to the actual defense date; the dissertation must be ready to defend two weeks prior to your defense date and therefore no major changes should be made within the two weeks prior to the defense.
- ✓ At the time the defense meeting is announced (at least two weeks before the defense date), an electronic PDF copy of the completed dissertation must be emailed to the Program Coordinator so that it is available for review by all faculty and students.
- ✓ The final oral examination cannot proceed until all other requirements for the degree have been met.
- ✓ Committee members may attend by video conference. All members will vote on whether you have passed.

- ✓ The examination centers around the dissertation, but you should be prepared to address related substantive and theoretical issues emerging from the document. The examining committee includes the student's Ph.D. Committee, whose chair presides, and any other member of the Prevention Science Graduate Faculty in attendance.
- ✓ Committee members ballot within myWSU. Ballots are available to the committee at 5am the day of the exam. External members must send an email to the committee chair.
- ✓ At the conclusion of the examination, the committee may stipulate changes before certifying to the Graduate School that you have met the requirements for the degree (i.e., signing off on the dissertation). You are required to make the requested written changes and give copies to each committee member before the committee can sign off on the document. According to Graduate School policy, the revisions and final approval must be received within 5 working days of the oral defense.
- ✓ The Committee Chair will submit the ballot memo to the Graduate School after all faculty on committee have voted. The ballot memo is due 5 business days after the exam.
- ✓ Once the committee has so certified, it is your responsibility to prepare the required forms and comply with the Graduate School's guidelines regarding submission of the final version of the dissertation.
- ✓ As of Spring 2020, the Graduate School has replaced the requirement for hard copies (on 100% cotton pages, with ink signatures) for the front pages of theses and dissertations with an electronic process. All students must submit a copy of the title page, abstract page, and signature page through the GRM in myWSU, where it will be forwarded to all advisory committee members for electronic approval.
- ✓ If you do not pass the defense, you will have one more chance to successfully defend your dissertation (i.e., retake the oral examination). This defense meeting must be scheduled at least three months after the initial defense and according to Graduate School policy, you are required to submit the scheduling form at least 15 working days in advance of the meeting.
- ✓ According to WSU Graduate School policy, the Ph.D. requirements (including a successful dissertation defense) must be completed within three years of the date of the satisfactory completion of the preliminary examination and within 10 years of when the first course was applied toward the degree.

THESES & DISSERTATION STANDARDS

Using these standards, you should work with your advisor to create a format that works best for your specific thesis or dissertation. These are general guidelines – your advisor may want you to adjust the order of sections, page limits, or the placement of material in sections. Also note that the Graduate School has additional specific formatting requirements that students must adhere to. The following forms can be found on the graduate school website to help guide formatting: "Thesis and Dissertation Formatting and Submission Requirements" and "Thesis and Dissertation Word Template." In general, you should organize the sections of your thesis/dissertation to answer the following questions:

- **Introduction**: What did you do and why does it matter?
- **Literature Review**: How does your study fit in with previous research and theory in the area? What are your research questions and (if applicable), what are your hypotheses?
- **Method**: How did you conduct the research?
- **Results:** What did you find?
- **Discussion**: What do your findings mean?

The following broad suggestions may also help:

- Is there enough detail?
- Does the thesis or dissertation flow logically from section to section?
- Include sufficient information so that the reader can evaluate your work without referring to another source.
- Readers appreciate brevity and clarity of presentation. Be specific and informative and avoid redundancies.
- Headings and figures usually help the reader follow your arguments more easily.
- The length of single study theses and dissertations varies but they are often roughly 40-70 pages of text (exclusive of references, tables, etc.), depending upon the complexity of the design and results. Use APA format throughout, including the use of non-sexist language.

For more information, you are strongly encouraged to read the most recent edition of the *Publication Manual of the American Psychological Association*. Below is also a description of what should be included in each section of the thesis/dissertation.

Note that there are also very specific formatting requirements outlined by the graduate school that students must adhere to. The following forms can be found on the graduate school website to help guide formatting: "Thesis and Dissertation Formatting and Submission Requirements" and "Thesis and Dissertation Word Template".

Introduction

Briefly sketch the background that informs the present research, critically evaluating existing knowledge in summary form, and specifically identifying the gaps that your project was intended to fill. Try to include a specific statement of the research question either in a sentence or two, or in question form (e.g., in what ways do distressed and non-distressed couples differ in structure of their social interaction?). Typical theses and dissertations involve one or two research questions with several hypotheses. This section typically does not exceed 2-3 three pages.

Literature Review

You can expect that your literature review will be between 15 and 25 pages in length. It must include the research questions, the theoretical rationale for your study, conceptual

definitions of key constructs and variables, a review of the related research, and finally, your hypotheses.

Related Research and Theoretical Rationale: What is the theoretical or conceptual base for your study? Clearly describe the theoretical or conceptual basis for your study. Have you described your theoretical foundation clearly and indicated its relation to your research question? Exactly what concepts and propositions have you taken from the theory or conceptual framework? How does your study test theory or contribute to its extension in some way?

Science is cumulative. In this section, you must place your research question, concepts, and hypotheses in the context of previous work. Discuss your study in relation to previous research. Indicate how your study will expand and extend knowledge about your content area. In the context of previous research and theory, what is the unique contribution of your study? How does previous research and theory justify your research question, concepts, and hypotheses? Specifically, you should:

1) **Summarize the Pertinent Research**: You should read primary sources rather than rely on someone else's summary or review of that work. Have you selected and reviewed the literature that most directly bears on your research problem? Do you include the most recent literature in both content and method? Cite works that explain and legitimize your research question, major concepts, hypotheses, and method.
2) **Review the Literature Selectively**: Use the research literature to support and explain the choices you made for your study, not to show that you have read every book and article in your research area. If there is little literature that is directly relevant to your research question, have you identified and discussed the studies closest to the question? Do you demonstrate that you have made a scholarly attempt to find relevant previous research?
3) **Synthesize the Previous Research**: Do not organize your review study-by- study or paper-by-paper. That is, do not have a paragraph that summarizes Singh (1990), followed by a paragraph that summarizes Jones (1992), and on and on. Integrate material so you can draw conclusions across studies. Some studies are so important that you will need to cover them in greater detail. You should have no more than about five studies that deserve such attention. The other material should be presented by integrating studies together to support your general conclusions.
4) **Critically Evaluate the Previous Research**: Is there consistency or inconsistency across studies? Can you explain any inconsistencies? Are there gaps in the knowledge or limitations in previous conceptualizations? Are there problems with measurement, data collection procedures, sampling, or interpretation of results? Point out what will be distinctive or different about the proposed research compared with previous research. Have you indicated how you will avoid their flaws?
5) **Organize your Review Thematically with Headings**: Headings help you organize your thoughts and help the reader follow your reasoning. Also, material does not overwhelm the reader if you use enough headings. A good general rule is that if you

are not able to break down your review into sections with headings, then you have not thought about the material long enough.

Research Questions and Hypotheses: Your hypotheses should flow logically from your research questions and your review of the literature and theory. A common problem with theses and dissertations is that the research question and hypotheses do not flow from the discussion of theory and the review of the literature. You may find it easier to integrate your research question and hypotheses into your literature review rather than present them in a separate section. If you do not have specific hypotheses (i.e., if you are conducting an exploratory study), state this explicitly and make sure that you have justified why an exploratory study needed to be conducted.

Method

The purpose of this section is to tell the reader how you achieved your specific aims. You should give readers sufficient detail so that another investigator could replicate your study's procedures, sampling, design, and measurement of variables. Be thorough but succinct. The method section will often be about 10 to 15 pages long and should include the following subsections:

1) **Participants**: Describe the population from which you drew your sample, the method of sampling, and the rationale for the sampling method. Then describe the characteristics of your sample—the sample size and demographic characteristics such as gender, age, ethnicity, marital status, socioeconomic status, etc.
2) **Measures**: Operationally define all variables under study. In other words, how did you measure your variables? If it is a quantitative study, how did you come up with a score for every variable in your study? If you are using someone else's measure, reference it and provide information about reliability and validity. If you developed your own measures, describe your procedures for doing so and give sample items here, while including full versions of measures you developed in an Appendix. How did you assess reliability and validity of your new measures? Describe any pilot work you conducted with your measures. If it is a qualitative study, describe how you obtained qualitative data. For example, if you conducted an interview, describe the questions you used, the protocol for conducting the interview, and the rationale. Include a description of how you coded the participants' responses, such as extracting excerpts, choosing and assigning codes, identification of themes, triangulation, and any software you used to assist in coding.
3) **Procedures**: This section includes instructions to participants, interviewers, observers, whatever is appropriate. How did you distribute questionnaires, record observations, etc.? Were participants compensated for their time and trouble? Remember, this section has to be written clearly enough so someone else can replicate it.

Results

In this section, present the results of your analyses. For quantitative studies, first, present descriptive statistics (such as means and standard deviations for all relevant variables) in a separate section. Next, for all studies, present the results addressing your study hypotheses. It is often helpful to the reader if you restate your hypotheses in this section. Provide a detailed description of the statistical analyses you conducted along with the findings. When possible, and if appropriate, present your results in tables, including n's, means, standard deviations, statistics, effect sizes when appropriate, and probability values.

Follow APA guidelines for formatting tables and presenting these results. Put all tables as separate pages in the text within the results section, not grouped together at the end of the thesis. For all tables, refer to the relevant findings from tables in the text, but do not just repeat information from the tables in the text—don't be redundant. For example, if your prevention program was more effective in reducing aggression in boys than in girls, state that this was the case, but do not report in the text means for boys and girls that are already in the table. When figures help clarify the findings (especially for statistical interactions), use figures, but present the data in table form as well so that n's, means, and standard deviations are available for all groups.

For qualitative studies, your results section will vary depending on which methodological approach you have taken. Be sure you have explained that clearly in the methods section, and to use a means of analysis that is appropriate for the specific kind of qualitative study you have conducted. The layout of your results section will vary dependent upon your analytical approach but be sure you are clear and specific about how you have analyzed your data, you provide appropriate references for your analytic method, and that you use enough examples from your data to support your hypothesis or research questions.

Only report the results of your analyses in the results section—leave interpretation and explanation for the discussion. Make sure that you clearly link your results to the hypotheses that they were intended to test; if you provide additional results that are not associated with a hypothesis, justify their inclusion.

Discussion

In this section you should consider your findings in the context of your hypotheses. When doing this, however, refer to ideas and constructs rather than to specific procedures and measures. For example, if you found that the frequency of parental criticism during an experimental task was positively correlated with teacher ratings of child internalizing symptoms on the CBCL, write something like, "as predicted, parental criticism during joint problem solving was the strongest predictor of teacher reports of children's internalizing symptoms," but not "the frequency of parental

criticism was associated with CBCL scores." Make it clear which of your hypotheses were supported and which were not. When writing about your hypotheses, consider each in relation to the literature in the area. That is, show how the results of your study contribute to the existing literature. Did they replicate the literature? Why or why not? How did they extend the literature? Then talk about limitations of your study, strengths of your study, directions for future research, and implications for policy and practice. Don't dwell on the study limitations (no study is perfect) but be honest about them and use them to point to directions for future research. After reading your discussion section, then, the reader should be left with a clear sense of your study's results and their implications both in clarifying previous research and in informing future research directions.

References

Format the in-text citations and reference list according to the most recent version of the *Publication Manual of the American Psychological Association*.

Appendices

Typically, we put things in appendices that must be included in the thesis/dissertation but that would otherwise interrupt the flow of the writing. A reader should be able to understand what you did and found without reading the Appendix. Include copies of all measures used in the study. Also include copies of consent letters, etc. A copy of your IRB approval will also go in an Appendix.

Three Manuscript Dissertation Option

Students can choose to complete a three-manuscript option for their dissertation. Unlike a traditional dissertation with extensive literature review and discussion sections, the three-manuscript option consists of three related manuscripts in journal publication form with additional overarching introductory and conclusion sections that tie the three manuscripts together. Each manuscript has separate introduction, methods, results, and discussion sections written and formatted in APA style. If you are interested in pursuing this option, talk with your dissertation advisor to see if your proposed research plans would fit into this option. Also, see the Appendix for further details and guidance.

APPENDIX

On the pages that follow, you will find:

1) A list of important websites for Prevention Science Ph.D. students.
2) A sample curriculum for the Prevention Science Ph.D. program.
3) TA & RA Responsibilities and Guidelines
4) Prevention Science/Human Development Course Rotation Schedule
5) Checklists to help guide you through the following milestones in the Prevention Science Ph.D. program.
    a. 1st Semester
    b. Master's Thesis
    c. Preliminary Doctoral Exam
    d. Doctoral Dissertation
6) Three Manuscript Dissertation Guidance
7) Part-Time Student Tips & Tricks
8) Protocol for Applying for Student Travel Funding
9) Required Forms by Stage in Program
10) Paperwork Submission Protocol
11) Annual Prevention Science Poster Session and Rotation
12) Prevention Science Thesis and Dissertation Proposal Approval Forms
13) Preliminary Exam Advisor Checklist
14) Course Substitution/Replacement Form
15) Recommended Timeline
16) Internal Program of Study Forms

Important Websites for Prevention Science Students

Below is a list of important WSU websites. We recommend that you bookmark and familiarize yourself with these websites. They will be very helpful as you progress through the Prevention Science Ph.D. program.

The Prevention Science Graduate Program: http://hd.wsu.edu/preventionscience/ The

Graduate School: http://gradschool.wsu.edu/

- Current Graduate Students: http://gradschool.wsu.edu/students/
- Graduate School Forms: http://gradschool.wsu.edu/facultystaff-resources/18-2/
- Graduate School Policies & Procedures Page: http://gradschool.wsu.edu/policiesprocedures/

Academic units participating in the Prevention Science Graduate Program:

- Department of Human Development: http://hd.wsu.edu/
- College of Communication: http://murrow.wsu.edu/
- College of Education: http://education.wsu.edu/
- College of Nursing: http://nursing.wsu.edu/
- College of Medicine: https://medicine.wsu.edu/
- WSU Extension: https://extension.wsu.edu/ The Internal Review Board:

http://www.irb.wsu.edu/ Course information:

- University Catalog: http://www.catalog.wsu.edu/
- Schedule of Classes: http://www.schedules.wsu.edu/

Health Insurance for Graduate Students on an Assistantship:

- Cougar Health Services: https://cougarhealth.wsu.edu/studentinsurance/graduatestudents/

Accommodations and services to incoming and current WSU students with disabilities, psychological or medical conditions, or temporary injuries that limit their access to the WSU environment

- Access Center; https://accesscenter.wsu.edu/students/application-processes/

WSU libraries has a library guide for Human Development.

- Human Development LibGuide; https://libguides.libraries.wsu.edu/HumanDevelopment

CAHNRS IT can help you with technology, such as software or hardware updates.

- CAHNRS IT; https://it.cahnrs.wsu.edu/

WSU uses Workday to manage personnel records, including logging hours.

- Workday; https://workday.wsu.edu

Sample Curriculum

Prevention Science Ph.D. Sample Curriculum (for full-time student who enters the program without an M.S. or any transfer credits)	
Year 1	
Fall (Semester 1)	**Spring (Semester 2)**
PrevSci 511: Intro to Prevention Science (3) PrevSci 513: Research Methods (3) Ed_Psy 508: Educational Statistics (3) Prev_Sci 700: Master's Thesis Research (1) **Core Curriculum Credits = 9** **Total Credits = 10**	PrevSci 535 (3) Prevention Strategies I (3) HD560 Child Development (3) Ed_Psych 565: Quantitative Research (3) Prev_Sci 700: Master's Thesis Research (1) **Core Curriculum Credits = 9** **Total Credits = 10**
Year 2	
Fall (Semester 3)	**Spring (Semester 4)**

PrevSci Implementation (3) Ed_Psych 07: Qualitative Research (3) Comm 514: Health Communication Theories & Campaigns (3) Prev_Sci 700: Master's Research (2) **Core Curriculum Credits = 6** **Total Credits = 11**	PrevSci 540 Prevention Strategies II (3) HD550 Seminar in Family Relationships (3) HD 520: Adolescence (3) Prev_Sci 700: Master's Research (2) **Core Curriculum Credits = 6** **Total Credits = 11**
Year 3	
Fall (Semester 5)	**Spring (Semester 6)**
Prev_Sci 800: Dissertation Research (10) **Core Curriculum Credits = 3** **Total Credits = 10**	Prev_Sci 800: Dissertation Research (10) **Core Curriculum Credits = 3** **Total Credits = 10**
Year 4	
Fall (Semester 7)	**Spring (Semester 8)**
Prev_Sci 800: Dissertation Research (10) **Total Credits = 10**	Prev_Sci 800: Dissertation Research (10) **Total Credits = 10**
Credit Totals	
Total Core Curriculum Credits = 30 **Total Thesis Credits (Prev_Sci 700) = 6* (minimum required = 6)** ***Please note that these do not count towards the 72 credits needed for the Ph.D.*** **Total Elective Credits = 6** **Total Dissertation Credits (Prev_Sci 800) = 40 (minimum required = 20) Total Credits = 76 (minimum required = 72)**	

TA & RA Responsibilities and Guidelines

Teaching assistantships (TAs) are usually assigned through the department with large courses where demands on the faculty instructors are high. Most Prevention Science students with TAs are assigned through the department of Human Development (HD). TAs help make it possible for our department to provide a world-class education to undergraduate HD students at Washington State University. Research assistantships (RAs) are assigned to the faculty member who received the external grant or contract through which they are paid. RAs make it possible for our faculty to conduct cutting- edge research in the field. Both TAs and RAs provide opportunities for the mentoring and professional development of Prevention Science graduate students.

1. TA and RA assignments are typically half-time positions. Half-time TAs and RAs are expected to work an average of 20 hours per week. Typically, 10 hours of TA support are assigned to individual classes, so a TA is usually responsible for two

courses. RAs usually work with one research team for about 20 hours per week. Depending upon teaching assignments, TAs work with one or two professors.

Here are typical responsibilities associated with teaching assistantships:

○ Attend lectures (if instructor wishes)

- Help with preparation of class lectures (e.g., readying video clips or other visual materials)
- Proctor exams
- Contribute to development of exams ○ Lecture occasionally ○ Grade papers, exams and other assignments ○ Set up and maintain grade sheets and rosters ○ Enter student grades ○ Hold regular office hours ○ Develop and/or copy class handouts
- Conduct library searches and retrieval for faculty member ○ Respond to student posts in online courses
- Perform other instructional-related work as requested

It is important to understand that different professors work with their TAs in different ways, so it is likely that your TA experience will vary considerably depending upon your faculty supervisor and the courses to which you are assigned. As long as your assignments are in the categories listed above and do not exceed the assigned hours (usually 10 hours per class), your instructor is following departmental guidelines for TA expectations. Because TA experiences vary so widely across faculty supervisors, it is usually not meaningful or helpful to compare your experience to those of other graduate students in the program.

Here are typical responsibilities associated with research assistantships:

- Conduct literature reviews ○ Photocopy articles
- Assist in research design (e.g., help write questionnaires, help develop observational coding systems)
- Assist in preparation of IRB (human subjects) applications ○ Recruit and schedule participants
- Meet with individuals from participating organizations
- Prepare research materials (e.g., copy questionnaires, set up observational lab)
- Collect data (e.g., conduct interviews, run focus groups, videotape participants, administer standardized assessments)
- Prepare data for analysis (e.g., code interviews, code videotapes, prepare data for input into computer, input data into computer)
- Analyze data (e.g., run statistical programs, prepare outputs) ○ Assist in writing papers for presentation or publication ○ Prepare posters or PowerPoints for presentations ○ Attend conferences
- Perform other research-related activities as required

The following guidelines were written to help yield maximum benefits to our “customers” (undergraduate students in HD courses, participants in research studies), as well as to help ensure a positive experience for both you and your faculty supervisor(s).

2. Teaching and research assistantships are professional positions that we assign to graduate students who are well-qualified and well-prepared for the tasks required of them. You should always treat your TA/RA position like any other job where professional behavior is required. We expect all of our TAs/RAs to demonstrate reliability, responsiveness, initiative, and effective communication in their work with their faculty supervisor.

3. TAs/RAs are representatives of the department and therefore should always act professionally in their interactions with students and research participants. Students and participants should be treated with responsiveness and respect.
4. Maintaining confidentiality is an important part of teaching and research. In research, you should follow the IRB protocol to ensure the protection of the confidentiality of research participants. All graduate students must complete the IRB training when they enter the program. In teaching, you should only share information about a student’s grades or progress in a course with the student or with your supervising instructor. Even parents should not be given access to student grade information, unless the supervising instructor has written permission from the student to do so. All TAs should complete the on-line FERPA training before serving as a TA.

5. You need to make your faculty supervisor aware of any problems that arise with students or in the research project. Also, if you are having trouble resolving an issue or run across a problem that you aren’t sure how to solve, talk to your faculty supervisor—don’t try to solve it yourself. Remember, your faculty supervisor is ultimately responsible for the course and/or research project and he or she needs to be aware of any issues that arise.

6. Your contract as a TA or RA usually lasts from August 16th to May 15th. RAs may have summer appointments as well. Each semester, you are required to work for your faculty supervisor from one week before classes start until one week after finals. Schedules for RAs may be somewhat different. Make sure that you set up a meeting at least one week before classes start to discuss your responsibilities and plan to stay in town until at least one week after finals unless other arrangements have been made. This means that both TAs and RAs should be on campus by August 15th for the fall semester and on campus one week before classes start for the spring semester.

7. At the beginning of each semester, meet with your faculty supervisor and discuss your responsibilities/expectations for the semester. Talk specifically about what you would like to get out of the TA/RA experience that semester and discuss the faculty member's expectations for the TA/RA assignment. At this meeting, clarify communication issues regarding phone and email communication. The department expectation is that if a faculty supervisor emails you an assignment you should:
    - Email the faculty member back promptly (i.e., same day) that you received the assignment and let them know when you will complete it.
    - Email the faculty member once the task is completed.

You should also discuss with the faculty member during that meeting what the expectations are for phone calls and text messages—especially calls and texts in the evening and during weekends.

8. Faculty members in our department understand that TAs/RAs are completing their duties as a way of supporting themselves while pursuing their PhD degree. They understand that students have multiple demands on their time and that students must learn to balance the demands of their own coursework with their responsibilities as TAs/RAs. Faculty members have extensive experience in balancing multiple demands and can be quite helpful to graduate students in mentoring them in this process. Take advantage of this opportunity and get input from the faculty on how to balance your workload and mange your time.

9. Occasionally, because of the demands of a course or research project, faculty members may make demands on their TAs/RAs that exceed departmental expectations. Here are our departmental expectations for faculty regarding TA/RA assignments:

The average workload of the activities assigned to a TA/RA should not exceed the assigned hours (i.e., an average of 20 hours per week for an RA or a TA assigned to two classes; 10 hours per week per instructor if the TA is splitting responsibilities between two instructors). TAs/RAs should realize that all weeks will not be equal (e.g., some weeks will be less than 20 hours and some weeks more than 20 hours), but the average time per week should be right around the assigned time. Faculty and TAs/RAs should communicate regularly about workload so that this average is achieved.

10. The key to success as a TA/RA is to treat your responsibilities seriously (as you would with any job) and to have frequent and clear patterns of communication with the supervising faculty. If any of the following problems arise and you can't resolve them by talking with the faculty member, make an appointment to talk with the

department chair who will work with you and the faculty member to get the issue resolved:

- Your work load consistently exceeds your departmental assignment. ○ You experience repeated teaching or research “emergencies” that are the fault of the faculty member and require that you repeatedly drop what you are doing and complete tasks for the faculty member. ○ You are treated in an unprofessional manner.
- You are asked to complete tasks not related to the instructor’s instructional duties (e.g., getting coffee, watching children).
- The faculty member in non-emergency situations repeatedly violates your agreement about after-hours and weekend phone calls and text messages.

The following additional issues refer primarily to TA assignments:

11. At your meeting with your faculty supervisor before the beginning of semester, be sure to cover the following issues:

    - Class attendance ○ Office hours
    - Textbook and other materials
    - Nature of assignments to be graded (go over syllabus)
    - Test/assignment development process
    - Test/assignment preparation and distribution process ○ Test grading process ○ Opportunities for TA lecturing and/or participation in class ○ Dates of major responsibilities ○ Methods for entering and computing grades
    - Instructional technology (make sure that you get the necessary training) ○ Competing demands on the TA—classes, thesis, research responsibilities, other TA responsibilities (look over all course syllabuses if assigned to multiple courses or instructors)
12. During the semester, remember that your TA assignment is part of a mentoring process. This is your opportunity to learn more about college instruction and to help you develop skills that will be useful to you whether or not you decide to pursue an academic career. So talk to your supervising instructor about opportunities to do some or all of the following:

    - Help develop course learning objectives
    - Help develop instructional strategies and materials (e.g., lectures, class activities, homework assignments, study guides)
    - Help develop assessments of student learning
    - Help develop assignments and evaluations (e.g., quizzes, tests, papers, activities)
    - Help develop grading rubrics ○ Help run in-class activities
    - Help run classes or develop and give lectures

13. Remember that student learning and assessment is ultimately the responsibility of the instructor, so your instructor should provide you with sufficient levels of guidance. If you are not getting sufficient guidance, ask. The department expects faculty members to provide the following:

Before assigning grading, faculty should make sure that you understand fully the material to be assessed, the purpose of the assessment, and the grading process. This is best accomplished by the following:

- Providing specific guidelines for how the assignment should be graded. This is best accomplished with a grading rubric.
- Recommending about how much time should be spent grading each student's work and the nature and the amount of written feedback that he or she should provide on each assignment.
- If possible, providing strategies for how to organize and grade assignments—especially if a large number of students are being assessed.
- Communicating how much a particular assignment contributes to the student's grade in the course.

- For major assignments that contribute substantially to the student's overall grade in the course, faculty members should not simply "hand off" the grading to their TAs. Instead, when TAs are involved in grading major assignments, the faculty member should grade some subset of the assignments to assess student learning, the quality of the assignment, and to ensure consistency between TA and faculty grading. Ideally, the faculty member and TA should grade a small subset of the assignments either independently or together to calibrate the grading.
- The faculty member should develop with the TA a system for student grade appeals and ensure that the faculty member is ultimately responsible for the determination of the final grade.
- Faculty members should provide appropriate and developmental levels of guidance and support to TAs in the other instructional activities listed above (e.g., developing assignments and grading rubrics; developing and running in- class activities; giving lectures). If the TA will be giving a lecture, faculty members should work up to this gradually (e.g., have the TA run some in-class activities first), and then attend the lecture to give them feedback.

14. The following Human Development policies are in place to help graduate students balance their TA responsibilities along with their other responsibilities (e.g., their own coursework, research responsibilities):

- Faculty members should give their TAs plenty of time to complete assignments for their classes (e.g., preparing exams) and provide sufficient advance notice. The amount of advance notice, of course, depends upon the complexity of the task. Part of your job as TA is to monitor the syllabus and to ask about upcoming assignments if the instructor neglects to mention them.
- TAs should be given realistic turn-around time expectations for how quickly assignments should be graded. The number of assignments and the turn- around times should be appropriate given the hours the TA has been assigned. If the turn-around times are unrealistic in your opinion, then you should discuss this with the instructor.
- If a "teaching emergency" arises due to an error on the part of the instructor (e.g., he or she forgets to give you a test and it needs to be copied at the last minute), realize that everyone makes mistakes and try to do what you can to help out. If you can't help because of other demands on your time, be honest with the faculty member about the situation. (Multiple "emergencies" are discussed below). If an emergency arises due to your own error (e.g., you forget to copy a test), then it is your responsibility to address the issue.

15. As a TA, you need to be aware of "boundary issues" that arise in interactions with students in your courses. Because TAs are often very close in age to the students in your courses, sometimes boundaries "blur" and TAs become too involved in the personal lives of their students. TAs need to keep a healthy professional distance from the students in their classes. Hanging out with, becoming friends with, or dating students in your classes can cause problems and is almost always inappropriate (dating is always inappropriate). This issue and others regarding interpersonal issues between TAs and students is covered in the required sexual harassment training you must complete before you become a TA.
16. Always keep in mind that because TAs and faculty members are part of instructional "teams," students in HD courses should receive consistent messages from their faculty member and TA. It is unprofessional to criticize a faculty member to a student— if you disagree with the faculty member about something, talk to the faculty member directly—not to the students.

Prevention Science & Human Development Graduate Course Rotation Schedule

Course schedules are subject to change. Please check the WSU Course Schedule to confirm when these courses are being offered.

	Fall	Spring
Every Year	PrevSci 511 Introduction to Prevention Science* PrevSci 513 Research Methods in Prevention Science* PrevSci Implementation*	PrevSci 535 Effective Prevention Strategies I*
Odd Years	PrevSci 510 Multi-level	HD 550 Seminar on Family Relationships* HD 520 Adolescence HD 580 Families, Communities, and Public Policy PrevSci 512 Finite Mixture Modeling
Even Years	PrevSci 508 Structural Equation Modeling	PrevSci 540 Effective Prevention Strategies II* HD 560 Seminar in Child Development*

- Courses marked with an asterisk (*) are options to meet the Prevention Science core requirements. The other courses listed above count as electives.
- The Department of Human Development will also be adding additional electives under the number HD 586 in future semesters (semesters and topics to be determined).
- PrevSci 535, Implementation, and PrevSci 540 are required to meet the Program Development and must be taken in order.

Prevention Science 1st Semester Student Checklist

Welcome to WSU and to the Prevention Science Graduate Program! Below is a list of tasks you should complete within the first few weeks of your first semester. For more detailed information about the Ph.D. program, please see the Graduate Handbook at http://hd.wsu.edu/preventionscience/

- Complete the online Graduate School orientation modules at https://learn.wsu.edu
- If you haven't done so already, please introduce yourself to Angela Merrill and Callee Daily our fantastic administrative support!

- If you don't already know where your office will be located, contact the following individuals, depending on your home campus. ○ Pullman: contact your advisor or Callee Daily ○ Vancouver: contact your advisor ○ Spokane: contact your advisor

- Students on assistantship must maintain full-time enrollment (10 credit minimum, 10-12 credits is average). You will consult with your advisor each semester before determining which classes you should sign up for, but for this first semester most students will take at least the following:
    - PREV_SCI 511 (3 credits): Introduction to Prevention Science
    - PREV_SCI 513 (3 credits): Research Methods
    - PREV_SCI 700 (2-3 credits): Master's Thesis Research with your faculty advisor ○ A statistics course (talk to your advisor about which one is appropriate). For some of these courses, you will need to contact the instructor and/or the department academic coordinator directly to get permission to register.

- You can access the Schedule of Classes at: http://www.schedules.wsu.edu/

- If you are on assistantship, please review the TA & RA Responsibilities and Guidelines. If you have specific questions about your TA or RA roles and responsibilities, please speak directly with your TA/RA supervisor.

- Sign-in to your my.WSU account at https://my.wsu.edu to:
    - Confirm you are registered in the correct classes. If you have questions or concerns about how to drop or add classes, contact Callee Daily, the Program Coordinator.
    - Update your local address. If you move, change phone numbers or e-mail addresses, please make sure they are updated in my.WSU.
    - Add information for your emergency contacts.
- Visit the University's Academic Calendar for important dates and deadlines in each semester: http://catalog.wsu.edu/General/AcademicCalendar/

- Meet with your assigned advisor to get to know them and discuss expectations.

- If you have a TA, meet with the instructor for your assigned class(es).

- Complete the *Discrimination and Sexual Harassment Prevention Training* by viewing the instructions at: http://hrs.wsu.edu/dshp/

- Complete the *Responsible Conduct of Research Training* by September 30, visiting: https://gradschool.wsu.edu/responsible-research/

- Once you have completed these trainings, please email proof of their successful completion to Callee Daily the Program Coordinator.

- Become familiar with the Prevention Science Ph.D. Graduate Handbook ○ The handbook is updated periodically so we recommend bookmarking this link to assure you are reviewing the most updated information.

- Become familiar with the Graduate School website (including available resources and important deadlines and forms):
    - Pay special attention to the Deadlines and Procedures for Master's Degrees and Deadlines and Procedures for Doctoral Degrees documents.

- For those admitted as non-resident and on assistantship, you will be provided an out-ofstate tuition waiver during your first year of study; however, the out-of-state tuition waiver cannot be guaranteed beyond one year. You must begin the process of establishing residency immediately upon arrival as documentation must in place for one year. See this website for further instructions: https://gradschool.wsu.edu/establishing-residency/

- If you would like to have a Master's thesis from a different graduate program reviewed to determine whether it will fulfill the M.S. requirement for the Prevention Science Ph.D. program, please review the guidelines here. This process must be initiated during your first semester.

Master's Thesis Student Checklist

Below is a list of tasks you must complete for the Master's Thesis in Prevention Science. Tasks are listed in the approximate order they should be completed, but they may vary in some circumstances. For more detailed information, please consult the Prevention Science Ph.D. Graduate Handbook at http://hd.wsu.edu/preventionscience/ and the Graduate School website.

Consult the Appendix for a list of required forms for students at the Master's Thesis stage.

Consult the Appendix for the Paperwork Submission Protocol.

Select M.S. Committee according to the following requirements. See handbook for more details. This committee must be listed on Program of Study Request form for the Master's Degree.

- Minimum of three faculty, including advisor (i.e., committee chair)
- If a Prevention Science faculty member with a clinical appointment chairs a committee, he or she must co-chair the committee with a tenure track member of the Prevention Science faculty. ○ Chair and at least half of the committee must be Prevention Science faculty ○ Members must come from at least two (preferably three) disciplines ○ At least two members must have their Ph.D. or equivalent ○ All committees must be approved by the Prevention Science Director

Submit the Program of Study Request form and the Internal Program of Study form for the Master's Degree to the Program Coordinator at the beginning of the spring semester of your ***first year*** in the program.

- The deadline for submission is listed in the document Deadlines and Procedures for Master's Degree. It is typically very early in the semester. ○ The Program Coordinator will submit it to the Graduate School but it is your responsibility to confirm it was approved by monitoring your email for a final confirmation from the Graduate School.

As a Ph.D. student, you also must submit your Program of Study Request form and Internal Program of Study form for the Doctoral Degree to the Program Coordinator during the fall semester of your ***second year*** in the program (i.e., your third semester in the program).

- This deadline is typically one month after the Master's Program of Study deadline, but check the Deadlines and Procedures for the Doctoral Degree document to be sure.
- The Program Coordinator will submit it to the Graduate School, but it is your responsibility to confirm it was approved by monitoring your email for a final confirmation from the Graduate School.

Draft thesis proposal (introduction, literature review, methods, data analysis plan, and reference list) in consultation with your advisor.

- Please note that several rounds of revisions between you and your advisor are expected before submitting a draft to your committee. ○ If you have thesis co-chairs, involve both faculty members in the development of the proposal, and have them both approve your document before you send it to the rest of your committee.

You are strongly encouraged to schedule and hold and an informal, preliminary thesis proposal meeting with the members of your committee prior to scheduling a formal proposal meeting. These meetings may be one-on-one or in a larger group. These meetings give you the opportunity to ask committee members for advice and feedback about your proposed research before the formal proposal meeting, while allowing committee members an opportunity to ask for clarification and voice any concerns about the proposed study.

Submit completed thesis proposal to your M.S. Committee. They should be given at least two weeks to review it and determine if you are prepared to schedule the proposal defense.

- Please note that since the defense must be scheduled at least two weeks in advance, this essentially means you must submit your proposal to the committee one month in advance of when you would like to defend.

With the approval of the committee, schedule the proposal defense with the Program Coordinator, at least two weeks prior to the scheduled meeting (no form required).

- Please note that the Program Coordinator will NOT announce this to other faculty and students because only you and your committee will attend the Master's Thesis Proposal Meeting.

Conduct thesis proposal defense meeting. The student and M.S. Committee are the only ones who attend this meeting (no outside students or faculty). Below is a description of the typical protocol for this meeting, which should last approximately 1.5-2 hours.

- Committee meets briefly without the student. ○ Student gives 20-30 minute presentation outlining the proposed project. ○ Committee asks student questions about the proposed project. ○ Committee asks student to leave the room. ○ Student returns and committee gives their assessment, including any needed edits, revisions, or modifications to the proposed project.
- Committee signs the Prevention Science Thesis Proposal Approval Form to indicate their final approval. The signed agreement indicates that you agree to carry out the theses project as discussed in the proposal meeting. Any subsequent substantial changes in the design of the theses may require re-approval from committee members.
- After completing the approval form, please submit it to the Prevention Science Program Coordinator.

Complete and submit IRB application. Please note that your committee must approve your research protocol before submitting the application. The M.S. Committee chair is listed as PI and must submit the application for the student. See IRB website for more details: http://www.irb.wsu.edu/

After receiving IRB approval, collect (if applicable) and analyze data.

Draft results and discussion sections. Review and revise all sections as needed.

- Please note that several rounds of revisions between you and your advisor/chair are expected before submitting the final version to your committee. ○ If you have thesis co-chairs, involve both faculty members in the completion of the thesis, and have them both approve your document before you send it to the rest of your committee.

Register for a minimum of 2 credits of Prev_Sci 700 at the beginning of the semester or summer session in which the final defense takes place.

Apply to graduate online through the Graduate School (in the semester you plan to graduate). See instructions at: http://gradschool.wsu.edu/graduation- application/ ○ This involves paying a fee.

- Make sure you follow the guidelines on the Graduation Checklist.

Submit completed thesis to M.S. Committee. They should be given at least two weeks to review it and determine if you are prepared to schedule the thesis defense.

- Please note that since the defense must be scheduled at least two weeks in advance, this essentially means you must submit your completed thesis to the committee one month in advance of when you would like to defend. You also must adhere to graduate school deadlines for defense (typically two weeks in advance of the end of the semester). For example, for Spring 2023, the last day for final exams was 4/22/23; this means you must turn in your final draft to your committee for review by 3/22/23.

With the approval of the committee, schedule the thesis defense.

- Proposal and final defense meetings must be scheduled in different semesters.
- Please note that the Graduate School has very firm deadlines for scheduling the thesis defense. These are listed in the Deadlines and Procedures for Master's Degree form. Keep these deadlines in mind as you plan for scheduling your thesis defense. If you have concerns that you won't make the deadline, don't rush the defense—it is much better to postpone it until the next semester.

Complete and get your committee's signatures on the Scheduling Exam: Master's Form and submit to the Program Coordinator at least 10 working days before your thesis defense date.

- The Program Coordinator will submit it to the Graduate School but it is your responsibility to confirm it was approved by monitoring your email for a final confirmation from the Graduate School.
- You must also submit an electronic draft of the thesis to the Graduate School and Program Coordinator at this time.
- Make sure that you follow the Graduate School's Thesis and Dissertation Formatting and Submission Requirements.

Send meeting information (date, time, location, thesis title) and completed thesis to the Program Coordinator. A copy of the completed thesis must be made available electronically. The Program Coordinator will also send an announcement about the defense to all Prevention Science faculty and students who are welcome to attend the meeting.

As of Spring 2020, the Graduate School has replaced the requirement for hard copies (on 100% cotton pages, with ink signatures) for the front pages of theses and dissertations with an electronic process. All students must submit a copy of the title page, abstract page, and signature page through the GRM in myWSU, where it will be forwarded to all advisory committee members for electronic approval. Follow the Thesis and Dissertation Formatting and Submission Requirements in preparing these pages to ensure that it is correct

Conduct thesis defense meeting. Below is a description of the typical protocol for this meeting, which should last approximately 1.5-2 hours.

- Committee meets briefly without the student or non-committee attendees. ○ Student gives 30-45 minute presentation describing the thesis project. ○ Committee and non-committee attendees ask student questions. ○ Committee dismisses non-committee attendees. ○ Committee asks student any remaining questions (without non-committee attendees present).
- Committee asks student to leave the room. ○ Student returns and committee gives their assessment, including any needed edits or revisions to the thesis document. ○ Committee will ballot within MyWSU to indicate their final approval and also electronically signs the signature page for your thesis.

- The Committee Chair submits the ballot memo within MyWSU. The memo is due 5 business days after exam.

Make final revisions per committee instructions.

- Please note that the Graduate School requires that students complete any revisions within 5 working days following the defense meeting.

Submit final completed thesis within five working days to the Graduate School and to the Program Coordinator. Make sure that you follow the Thesis and Dissertation Formatting and Submission Requirements and the Dissertation/Thesis Final Acceptance Checklist.

If you plan to attend commencement, make sure you register by the deadline: http://commencement.wsu.edu/

Preliminary Doctoral Exam Student Checklist

Below is a list of tasks you must complete for the Preliminary Doctoral Exam in Prevention Science, also known as prelims. Tasks are listed in the approximate order they should be completed, but they may vary in some circumstances. For more detailed information, please see the Prevention Science Ph.D. at Graduate Handbook at http://hd.wsu.edu/preventionscience/ and the Graduate School website

Consult the Appendix for a list of required forms for students at the prelims stage.

Consult the Appendix for the Paperwork Submission Protocol.

Select Ph.D. Committee according to the following requirements. Please note that in most cases you will have the same committee for prelims and for your dissertation. See handbook for more details.

- Minimum of four faculty, including advisor (i.e., committee chair)
- If a Prevention Science faculty member with a clinical appointment chairs a committee, he or she must co-chair the committee with a tenure track member of the Prevention Science faculty. ○ Chair and at least two members of the committee must be Prevention Science faculty
- Members must come from at least two (preferably three) disciplines ○ All members must have their Ph.D or equivalent
- All committees must be approved by the Prevention Science Program Director

As a Ph.D. student, you must submit your Program of Study Request form and Internal Program of Study form to the Program Coordinator during the fall semester of your ***second year*** in the program (i.e., your third semester in the program). ○ This deadline is typically one month after the Master's Program of Study deadline, but check the Deadlines and Procedures for the Doctoral Degree document to be sure. ○ The Program Coordinator will submit the form to the Graduate School, but it is your responsibility to confirm it was approved by monitoring your email for a final confirmation from the Graduate School.

Complete all core Prevention Science coursework, including the required courses in the three core competency areas – Developmental Epidemiology and Public Health; Research Methodology & Statistics; and Program Development, Implementation, and Institutionalization. See handbook for more details.

In consultation with your committee chair, review the Preliminary Exam Advisor Checklist and develop a draft of your Prelims Proposal which includes the following: ○ Reading list containing approximately 80-100 readings total; 20-30 readings for each of the three Prevention Science competency areas and your specialty area.

- 2-3 page (double-spaced) research statement describing your specialty area.
- Three suggested exam questions for your specialty area.

Submit draft of your Prelims Proposal to your Ph.D. Committee. They should be given at least two weeks to review it and give their feedback on its contents, including suggested readings to add to the list.

Incorporate revisions from the Ph.D. Committee and finalize your Prelims Proposal.

Have your advisor submit your Prelims Proposal to the Prevention Science Program Director along with the Preliminary Exam Advisor Checklist. The Director will send it to the Prevention Science Graduate Committee (i.e., Steering Committee) for final approval. This should be done by the last day in the semester (i.e., the last day of the final exam period) prior to the semester you would like to begin writing the exam. The Steering Committee will review and send their requested revisions (if any) within approximately 2-3 weeks from when the proposal is submitted.

Once approved by the Prevention Science Graduate Committee (i.e., Steering Committee), begin reading and preparing for the exam.

Register for a minimum of 2 credits of Prev_Sci 800 at the beginning of the semester or summer session in which the prelims defense takes place.

Schedule prelims oral defense meeting with Ph.D. Committee. Please note that according to Graduate School policy, if the examination is administered via video conference, at least one member of the doctoral committee must be physically present in the room with the student, preferably the Committee Chair.

Complete the Scheduling Exam: Preliminary Exam Form (this requires signatures from all committee members).

- The Program Coordinator will submit the form to the Graduate School, but it is your responsibility to confirm it was approved by monitoring your email for a final confirmation from the Graduate School. ○ The Graduate School requires you submit the form to them at least 10 working days prior to the oral defense of your prelims. ○ To do this, we recommend identifying the date for the oral defense and then working backwards to determine the day you will receive the prelim questions for the written exam. ○ Prelims can be held any day of the semester except during final exam week. Prelims must be taken at least 4 months (one semester) prior to the final dissertation defense. ○ You must adhere to the following requirements: (1) Once you receive your exam questions, you will have two weeks to complete and submit your written responses and an APA-formatted reference list to your committee
- chair and to the Program Coordinator, and (2) The oral defense ideally should take place at least 1 week, but no more than 2 weeks following submission of the completed written exam responses, but according to Graduate School policy can occur up to 30 days after turning in your written exam.

Send meeting information (date, time, location) to the Program Coordinator. The Program Coordinator will send an announcement about the oral defense to all Prevention Science faculty who are welcome to attend the meeting. Other than the student being tested, no students are allowed to attend.

You will receive your prelims exam questions by email from either your advisor, the Program Coordinator, or another pre-determined Prevention Science faculty member on the scheduled date and will have two weeks to complete the exam. Responses should be approximately 10-15, double-spaced pages per question. You should also include an APA-formatted reference list for each question (this is not included in the 10-15 per question page limit).

Submit an electronic copy of the completed written exam to your committee chair and to the Program Coordinator on the due date (two weeks after receiving your questions).

Conduct prelims defense meeting. Below is a description of the typical protocol for this meeting, which should last approximately 2.5 hours.

- Committee meets briefly without the student or non-committee faculty. ○ Committee asks student questions. ○ Committee asks student to leave the room.
- Student returns and committee gives their assessment.
- Committee will ballot within MyWSU to indicate their final approval.
- The Committee Chair submits the ballot memo within MyWSU. The memo is due 5 business days after exam.

If student does not pass all questions, he/she must wait a minimum of three months from the first defense to reschedule and retake the portion of the exam he/she did not pass. In this case, the form must be submitted to the Graduate School at least three weeks (15 working days) in advance of re-taking the exam the second time.

Doctoral Dissertation Student Checklist

Below is a list of tasks you must complete for the Doctoral Dissertation in Prevention Science. Tasks are listed in the approximate order they should be completed, but they vary in some circumstances. For more detailed information, please see the Prevention Science Ph.D. Graduate Handbook http://hd.wsu.edu/preventionscience/ and the Graduate School Website.

Consult the Appendix for a list of required forms for students at the dissertation stage.

Consult the Appendix for the Paperwork Submission Protocol.

Draft dissertation proposal (introduction, literature review, methods, data analysis plan, and reference list – if you are doing the Three Manuscript option, this structure will vary – see Appendix for guidance) in consultation with your advisor (i.e., committee chair).

- Please note that several rounds of revisions between you and your advisor are expected before submitting a draft to your committee. ○ If you have dissertation co-chairs, involve both faculty members in the development of the proposal, and have them both approve your document before you send it to the rest of your committee.

You are strongly encouraged to schedule and hold an informal, preliminary dissertation proposal meeting with the members of your Ph.D. Committee prior to scheduling a

formal proposal meeting. These meetings may be one-on-one or in a larger group. These meetings give you the opportunity to ask committee members for advice and feedback about your proposed research before the formal proposal meeting, while allowing committee members an opportunity to ask for clarification and voice any concerns about the proposed study.

Submit completed dissertation proposal to Ph.D. Committee. They should be given at least two weeks to review it and determine if you are prepared to schedule the proposal defense.

- Please note that since the defense must be scheduled at least two weeks in advance, this essentially means you must submit your proposal to the committee one month in advance of when you would like to defend.

With the approval of the committee, schedule the proposal defense with the Program Coordinator at least two weeks prior to the scheduled meeting (no form required).

Send meeting information (date, time, location, dissertation title) to the Program Coordinator. The Program Coordinator will send an announcement about the defense to all Prevention Science faculty and students who are welcome to attend the meeting.

Conduct dissertation proposal defense meeting. Below is a description of the typical protocol for this meeting, which should last approximately 1.5-2 hours.

- Committee meets briefly without the student or non-committee attendees. ○ Student gives 20-30 minute presentation describing the proposed project. ○ Committee and non-committee attendees ask student questions. ○ Committee dismisses non-committee attendees. ○ Committee asks student any remaining questions (without non-committee attendees present).
- Committee asks student to leave the room. ○ Student returns and committee gives their assessment, including any needed edits, revisions, or modifications to the proposed project.
- Committee signs the Prevention Science Dissertation Proposal Approval Form to indicate their final approval. The signed agreement indicates that you agree to carry out the dissertation project as discussed in the proposal meeting. Any subsequent substantial changes in the design of the dissertation may require re-approval from committee members. ○ After completing the approval form, please submit it to the Prevention Science Program Coordinator.

Complete and submit IRB application. Please note that your committee must approve your research protocol before submitting the application. The Ph.D. Committee chair is listed as PI and must submit the application for the student. See IRB website for more details: http://www.irb.wsu.edu/

After receiving IRB approval, collect (if applicable) and analyze data.

Draft results and discussion sections (if you are doing the Three Manuscript option, this structure will vary – see Appendix for guidance). Review and revise all sections as needed.

- Please note that several rounds of revisions between you and your committee chair are expected before submitting the final version to your committee. ○ If you have dissertation co-chairs, involve both faculty members in the completion of the dissertation, and have them both approve your document before you send it to the rest of your committee.

Submit completed dissertation to Ph.D. Committee. They should be given at least two weeks to review it and determine if you are prepared to schedule the dissertation defense.

- Please note that since the defense must be scheduled at least two weeks in advance, this essentially means you must submit your completed dissertation to the committee one month in advance of when you would like to defend. You also must adhere to graduate school deadlines for defense (typically two weeks in advance of the end of the semester). For example, for Spring 2023, the last day for final exams was 4/22/23; this means you must turn in your final draft to your committee for review by 3/22/23.

Register for a minimum of 2 credits of Prev_Sci 800 at the beginning of the semester or summer session in which the final defense takes place.

Apply to graduate online through the Graduate School (in the semester you plan to graduate). See instructions at: http://gradschool.wsu.edu/graduation- application/ ○ This involves paying a fee.

- Make sure you follow the guidelines on the Graduation Checklist

With the approval of the committee, schedule the dissertation defense.

- Proposal and final defense meetings must be scheduled in different semesters.
- Please note that the Graduate School has very firm deadlines for scheduling the dissertation defense. These are listed in the Deadlines and Procedures for Doctoral Degree form. Keep these deadlines in mind as you plan for scheduling your dissertation defense. If you have concerns that you won't make the deadline, don't rush the defense—it is much better to postpone it until the next semester.

Complete and get your committee's signatures on the Scheduling Exam: Doctoral Form and submit to the Program Coordinator at least 10 working days before your exam date.

- The Program Coordinator will submit it to the Graduate School, but it is your responsibility to confirm it was approved by monitoring your email for a final confirmation from the Graduate School. ○ You must also submit an electronic draft of the dissertation to the Graduate School and Program Coordinator at this time. ○ Make sure that you follow the Graduate School's Thesis and Dissertation Formatting and Submission Requirements.

Send meeting information (date, time, location, thesis title) and completed dissertation to the Program Coordinator. A copy of the completed dissertation must be made available

electronically. The Program Coordinator will also send an announcement about the defense to all Prevention Science faculty and students who are welcome to attend the meeting.

As of Spring 2020, the Graduate School has replaced the requirement for hard copies (on 100% cotton pages, with ink signatures) for the front pages of theses and dissertations with an electronic process. All students must submit a copy of the title page, abstract page, and signature page through the GRM in myWSU, where it will be forwarded to all advisory committee members for electronic approval. Follow the Thesis and Dissertation Formatting and Submission Requirements in preparing this page to ensure that it is correct.

Conduct dissertation defense meeting. Below is a description of the typical protocol for this meeting, which should last approximately 1.5-2 hours.

- Committee meets briefly without the student or non-committee attendees.
- Student gives 30-45 minute presentation describing the dissertation project. ○ Committee and non-committee attendees ask student questions. ○ Committee dismisses non-committee attendees. ○ Committee asks student any remaining questions (without non-committee attendees present).
- Committee asks student to leave the room.
- Student returns and committee gives their assessment, including any needed edits or revisions to the dissertation document. ○ Committee will ballot within MyWSU to indicate their final approval, and will electronically sign the signature page for your dissertation.
- The Committee Chair submits the ballot memo within MyWSU. The memo is due 5 business days after exam

Make final revisions per committee instructions.

- Please note that the Graduate School requires that students complete any revisions within 5 working days following the defense meeting.

Submit final completed dissertation within five working days to the Graduate School and to the Program Coordinator. Make sure that you follow the Thesis and Dissertation Formatting and Submission Requirements and the Dissertation/Thesis Final Acceptance Checklist.

If you plan to attend commencement, make sure you register by the deadline: http://commencement.wsu.edu/

Three Manuscript Dissertation Guidance

The following information is meant to help provide additional guidance on the content and structure of the three-manuscript dissertation option. Students should consult their dissertation committee members for additional guidance.

The 3-manuscript dissertation should consist of:

- Overarching, comprehensive introduction
- 3 original (i.e. not already submitted for publication) papers (at least two should be empirical)
- An overarching conclusion
- Appendix (if needed)

The proposal for the 3-manuscript dissertation should consist of:

- Overarching, comprehensive introduction
- Plan for each of the 3 original (i.e. not already submitted for publication) papers (at least two of which should be empirical) that clearly articulates the background/purpose, theory, methods (data collection, analysis plan, etc.) and research questions for each paper
- How these 3 papers fit together into one cohesive research agenda

Below is additional guidance for students and faculty about what can be included in each of the major sections of the 3-manuscript dissertation.

1) Overarching introduction
    a. Provide the overall background for the work as a whole
        i. Literature review
        ii. Theoretical foundation(s)
    b. Describe what the state of the field is, what overarching social issues the three papers are addressing, what the committee will read about (briefly describe what you will do), and how these three papers contribute to the field
    c. Provide the conceptual justification for the papers, how they fit together into one cohesive research agenda
    d. Should not be redundant with any of the 3 individual papers
    e. Should meet all other introduction criteria of the traditional dissertation option
2) 3 papers
    a. At least two of the papers should be empirical. Examples of types of papers that count as empirical: quantitative study, qualitative study, meta- analysis, psychometric/measurement paper.
    b. Examples of types of papers that count as not empirical, but may be suitable for a 3rd paper: Systematic review/state of the field review (not just a literature review), theoretical paper
    c. If the committee feels strongly that only two papers should be acceptable for a student to meet their dissertation requirement, the committee chair should propose this to the Prevention Science Steering Committee who will vote on and approve this. This should be a rare occurrence and have strong justification for why this should be allowed.
    d. The committee should play an active role in shaping all 3 papers – they should not be an idea already conceptualized prior to committee involvement and approved without committee input.

e. The 3 papers should be complete, ready-to-publish papers with their own introduction, methods, results, and discussion sections, and anything else that would go into the papers to make them ready-to-publish
f. When deciding if a paper qualifies as an independent paper, the student and committee should consider whether the paper is publishable as a stand-alone paper or if it would need to be combined with other content to be a full, independent paper.
g. All 3 papers should be first-authored by the student
h. If paper is co-authored, student must have conceptualized and formulated the paper/study and completed all of the writing and data analysis for the paper
i. Co-authors can help with data collection, study/paper/ survey design, and data coding
j. Students should identify the journal targets and journal selection standards as part of the proposal process, and write the articles in accordance with those journals' formatting requirements
k. The three papers should be new, unique contributions to the literature.
    i. The three papers should complement each other and contribute to a cohesive research agenda, tied together by an overarching comprehensive introduction and conclusion that is separate from those in the articles themselves
    ii. The papers should be distinct from each other but theoretically or conceptually connected iii. They should not:
        1. Be a paper the student has already written/published in the past (as this does not allow for the committee to provide input or guidance into the student's process)
        2. Be multiple versions of the same approach (for example, 3 papers on predictors of adolescent substance abuse, and each paper uses the same approach but examines a different predictor)
        3. The three papers should not be contingent on one another, due to the possibility that the findings from the first or second (e.g., null findings) could make the following paper(s) no longer feasible.
    iv. There is the possibility that a student will come up with non- significant findings for one of their papers (e.g., statistically non- significant findings) that may make it unpublishable. While null findings in and of themselves are clearly not a problem, and just a natural part of the work, there is the issue of this dissertation option being focused on helping the student have 3 publishable papers. If this happens, the student can work with the committee to change the direction of this specific paper if pursuing the original agreed- upon path will result in an unpublishable paper. Since the 3 papers should not be contingent on one another, this should not affect the plans for the other 2 papers.
l. Overarching Conclusion
    i. Synthesizes the results of the 3 papers

ii. Describes their collective meaning and overall contribution to the field
iii. Should meet all other conclusion criteria of the traditional dissertation option
iv. Should not be redundant with any of the 3 individual papers

m. Appendix (if needed)
i. Liberal use of appendices to document a more extensive literature review (if something important doesn't fall within the scope of the overarching introduction) and details of methods and analyses is strongly recommended. Incorporating articles that are published prior to finishing the dissertation would be covered by copyright "fair use" since they would be considered to fall within the "study and teaching" factors. Copyright status would need to be reevaluated if a dissertation, containing previously published articles, is itself published.

Part-Time Student Tips & Tricks

Below are tips and tricks from part-time Prevention Science graduate students. If you have additional, questions please contact the Program Coordinator.

- Registering for classes: Reach out to the professor in advance to let them know you are hoping to take their course. If you are using the WSU Employee Fee Waiver to pay for the class, you can't register until the first week of classes. So, let them know you will be registering and ask for any homework for the first week (they often assign readings but it won't get to you if you aren't registered!).
- If you are a WSU employee, you are required to put your committee and Program of Study together before you ever take classes. So earlier than other students. These things may change as your studies get underway, and that is ok.
- You can't use the WSU employee tuition waiver to take online classes, but now they have a scholarship you can apply for to cover those.
- One class while working full-time is manageable. Two classes is pushing it, but doable. Of course, it also depends on how much time you have in your personal life and other family responsibilities.
- Scheduling meetings with your committee: Check with your committee (even before you create your committee) about their general availability. For example, summer might be an ideal time for you to schedule your defense meetings, but your committee members may be on 9-month appointment and might be "off contract" during the time you need to schedule your defense. Once you have formed the

committee, be sure to confirm their availability for all meeting svia Outlook calendar invite.

- Preparing the preliminary exams reading list: Be sure to keep all of your course syllabi and readings organized. These will be a major source for your prelims reading list. Students recommend reviewing the prelims reading list requirements and start building it from day 1 of your first class. It is easier to remove readings then to have to dig them up again later.
- While working on dissertation, be sure to monitor enrollment in Prev Sci 800 credits to ensure sufficient credits for graduation

Protocol for Students Applying for Travel Funding

We encourage Prevention Science students to attend conferences, workshops, and other trainings that contribute to their professional development. If you are interested in attending such an event that requires registration and/or travel fees, please follow this protocol for seeking funding sources.

1) Investigate scholarships available through the organization hosting the professional development event. Often, professional associations have funding available to offset costs for students and early professionals.
2) Contact your faculty advisor. Some faculty have funding from grants and other sources that can support student travel to conferences and other training opportunities.
3) The Graduate and Professional Student Association (GPSA) only provides financial assistance in the form of travel and registration grants for WSU Pullman fee paying graduate and professional students. For details, see their website
4) For Vancouver students, the Student Involvement and Academic Affairs sponsors travel grant funding for graduate students. For details, see their website: https://www.vancouver.wsu.edu/research-graduate-education/travel- grant-funding
5) After seeking support through the above sources, you can contact the Prevention Science Director for additional information about applying for possible additional support from Prevention Science/Department of Human Development. Priority will be given to students who are presenting their research at a conference. Other factors will be considered as well, such as availability of other funding streams on your campus.

Annual Prevention Science Poster Session

In the spring of each academic year, the Prevention Science Graduate Student Organization (PSGSO) and collaboration with the Prevention Science Graduate Program host a poster session. The poster session is a showcase for research happening within and around the Prevention Science Graduate Program. The location of the program will be determined on an annual basis.

Required Forms by Stage in Program

*All forms can be found on the Graduate School website, unless otherwise noted.

Stage in Program	Required Forms*
Master's Thesis	Program of Study Request form and Internal Program of Study form for M.S. Add Academic Program Degree Level form MS Thesis Proposal (see section above for requirements) • Scheduling Defense Meeting: no form required • Final Approval: Prevention Science Thesis Proposal Approval form completed by committee at end of meeting and then submitted to Program Coordinator Master's Thesis (see section above for requirements) • Scheduling Defense Meeting: Scheduling Exam – Master's form • Final Approval: voting ballots (these are sent to the committee chair who will bring them to the meeting; signed ballots are given to the Program Coordinator who submits them to the Graduate School) • Application for Degree and Graduation form • Additional forms, such as title page, signature page, abstract, Copyright Agreement • Upload thesis to ProQuest in draft and final formats
Preliminary Exam	Program of Study Request form and Internal Program of Study Form for Ph.D. Prelims Proposal: Preliminary Exam Advisor Checklist (see section above for requirements) Prelims Exam • Scheduling Written Exam & Oral Defense Meeting: Scheduling Exam – Preliminary Exam form • Final Approval: voting ballots (these are sent to the committee chair who will bring them to the meeting; signed ballots are given to the Program Coordinator who submits them to the Graduate School)
Doctoral Dissertation	Committee Change Form (if dissertation committee is different than prelims committee) Program of Study Request form for PhD (if any changes have occurred since submitting the original) Doctoral Dissertation Proposal (see section above for requirements) • Scheduling Defense Meeting: no form required • Final Approval: Prevention Science Dissertation Proposal Approval form completed by committee at end of meeting and then submitted to Program Coordinator Doctoral Dissertation (see section above for requirements) • Scheduling Defense Meeting: Scheduling Exam – Doctoral form • Final Approval: voting ballots (these are sent to the committee chair who will bring them to the meeting; signed ballots are given to the Program Coordinator who submits them to the Graduate School) • Application for Degree and Graduation form • Additional forms, such as title page, signature page, abstract, Copyright Agreement • Upload thesis to ProQuest in draft and final formats

Paperwork Submission Protocol

1) Student identifies the form needed. See above for which forms are required at which stage in the Prevention Science program.
2) Student completes all required information, including location information and all committee member signatures. If you have committee members at other locations, you can send them the form via email and ask them to either e-sign or physically sign, scan, and email the form back to you with their signature.
3) Student signs and submits form to the Prevention Science Program Coordinator.
4) Program Coordinator reviews the form, gathers the Program Director's signature, and saves a copy of the completed form in the student's Prevention Science file.
5) Program Coordinator submits the completed form to the Graduate School.
6) Graduate School reviews completed form, and once approved, sends confirmation email to the student and Program Coordinator.

Most students will have committee members across multiple campuses/locations. We recommend the following tips & tricks to help facilitate the paperwork process.

- For most forms (e.g., Program of Study), after you have completed all the necessary information, you can send an electronic copy to faculty and gather signatures. Faculty can sign the form separately, or they can all e-sign the same form. This must be a real signature, electronic, or otherwise. A signature using a font is not accepted by the Graduate School. Please submit all copies of the signed forms to the Program Coordinator who will get the Program Director's signature on one of these. The Program Coordinator will submit them to the Graduate School as a packet.
- Please avoid scanning the same version of a form multiple times as this reduces the quality of the image and can be difficult to read. If you must scan a document, be sure it is as high resolution as possible. Even if you have multiple copies with individual signatures, be sure to submit at least one 'clean' version of the form with all information typed and at the 100% size of the form (no reduced-size pages please -- they do not scan well into WSU's imaging system). Following these instructions will allow the Graduate School to process forms in a timely manner. If a form is not complete OR if they cannot read information placed on the form, it will be returned, thus delaying the process.

Prevention Science Thesis Proposal Approval Form

Student's Name:_____

I propose to conduct a research project in the general area of Prevention Science as contained in the attached proposal, dated , under the following tentative title:

_____

_____

_____

_____
Student's Signature

COMMENTS BY MEMBERS OF THE THESIS COMMITTEE

While undertaking this research study, the student is required to address the following issues and concerns:

_____

_____

_____

_____

_____

APPROVAL

_____	_____	_____
Print Chair Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date

Print Name	Signature	Date
Print Name	Signature	Date

Please note: Student is responsible for submitting the completed, signed version of this form to the Prevention Science Program Coordinator.

Prevention Science Dissertation Proposal Approval Form

Student's Name:_____

I propose to conduct a research project in the general area of Prevention Science as contained in the attached proposal, dated_____ , under the following tentative title:

_____

_____

_____
Student's Signature

COMMENTS BY MEMBERS OF THE DISSERTATION COMMITTEE

While undertaking this research study, the student is required to address the following issues and concerns:

_____

_____

_____

_____

APPROVAL

Print Chair Name	Signature	Date
Print Name	Signature	Date
Print Name	Signature	Date
Print Name	Signature	Date

Please note: Student is responsible for submitting the completed, signed version of this form to the Prevention Science Program Coordinator.

Prevention Science Preliminary Exam Advisor Checklist

The purpose of this checklist is to ensure advisors, committees, and students are familiar with and understand the preliminary exam process as outlined in the handbook. Advisors must submit this checklist along with the student's preliminary exam materials to the Prevention Science Director in preparation for steering committee review.

The goal of the preliminary exam is to determine if students have a solid disciplinary foundation of the Prevention Science field and their chosen specialty area and are ready to conduct independent dissertation research under supervision of a mentor. The student's committee develops exam questions, which are tailored to the student's specific program of interest and test their competency in the three core components of the Prevention Science curriculum.

Students' preliminary exam materials include a 2–3-page research statement, reading list, and three suggested specialty area questions. The research statement should describe what the student wants to pursue in their research, the importance of their work to the existing literature, and its connection to Prevention Science. The statement should identify the theoretical grounding of the proposed work, populations of interest, and specify the basic methodological approach. The reading list includes 20-30 readings in each of the three Prevention Science core competency areas and 20-30 readings in the student's specialty area. The knowledge in the reading list should be sufficient for students to answer their preliminary exam questions, as described in the handbook.

Please check the boxes below to confirm the following steps have been completed and/or important pieces of the preliminary exam process are understood.

☐ Please confirm you and your student have read and discussed the Preliminary Doctoral Exam section of the Graduate Handbook.

Please confirm the student's entire committee has reviewed and provided feedback on the reading list. ☐

Please confirm the student's entire committee has read and provided feedback on the research statement. ☐

☐

Please indicate you understand the student's committee should ensure exam questions can be successfully answered based on knowledge obtained from the assigned reading list. Students are free to cite works that are outside of that agreed upon list, but this is not an expectation.

Student's Name: _____

Advisor's Name: _____

Advisor's Signature: _____ Date: _____

CORE COURSE SUBSTITUTION / REPLACEMENT REQUEST FORM

Student Name:
Advisor Signature:
*Advisor approval is required for either option

Date Approved:
Check which option you are requesting:
☐Replace core requirement course with similar content course.
Prevention _____
Science Core course _____
Substitution _____
Course
Instructor signature: Recommend
Approval ☐
Recommend Denial ☐
Include syllabus for substitution course and approval from instructor of Prevention Science course. Submit to Prevention Science Director.

☐Replace core requirement course with alternate course.
Prevention Science Core course _____
Replacement Course _____
Include syllabus. Use the space below to provide your rationale for how the course satisfies the intent of the Core course requirement and provides you the

knowledge or skills comparable to the Core course as it relates to your career goals. Attach documentation as necessary. Submit to Prevention Science Director.

Recommended Timeline

The following timeline is recommended for students entering the program with a Bachelor's degree. The timeline for students entering with a Master's degree may vary from this, depending upon the number of transfer credits accepted from the Master's program and whether or not the student's thesis is approved as meeting the Prevention Science Master's requirement (see the Master's Thesis section for details).

Also, please note that this timeline is based upon information available on the Graduate School website at the time this was written. You should also consult the Graduate School website for the latest rules and regulations: http://www.gradsch.wsu.edu/

Year One: Fall (Semester 1)

- Make sure your admissions status is cleared by the Graduate School. Consult with the Program Coordinator, if necessary.
- Incoming first year students should consult the 1st Semester Student Checklist in the Appendix for detailed instructions on tasks that should be completed within the first few weeks of your first semester.
- Begin taking required Prevention Science coursework (see Table 1 for more details). Please note that students on assistantship must maintain full- time enrollment (10 credit minimum, 10-12 credits is average). Consult with your advisor to determine which classes to take.
- Work in collaboration with your advisor, and in PREV_SCI 513 (Research Methods), to choose a topic, and develop research questions and a plan for your Master's Thesis.

Year One: Spring (Semester 2)

- If you do not have your Master's or an approved Master's, please fill out the "Add an Academic Program Degree Level" form located in the Procedures and Forms page of the graduate school website. Please add the MS degree in Prevention Science, and then turn into the Program Coordinator.
- Continue taking required Prevention Science coursework (see Table 1 for more details). Please note that students on assistantship must maintain full- time enrollment (10 credit minimum, 10-12 credits is average). Consult with your advisor to determine which classes to take.
- Submit the Program of Study Request form at the beginning of the semester.

This form should be completed by the student and advisor and given to the Program Coordinator who will submit it to the Graduate School. Note that you will also need to list your M.S. committee on this form (guidelines for selecting your committee are provided below). ○ The deadline for submission is listed in the document Deadlines and Procedures for Master's Degree. It is typically very early in the semester.

- Select M.S. Committee according to the following requirements (this will be the faculty members named on your M.S. Program of Study).
    - Minimum of three faculty, including advisor (i.e., committee chair) ○ If a Prevention Science faculty member with a clinical appointment chairs a committee, he or she must co-chair the committee with a tenure track member of the Prevention Science faculty.
    - Chair and at least half of the committee must be Prevention Science faculty
    - Members must come from at least two (preferably three) disciplines ○ At least two members must have their Ph.D. or equivalent ○ All committees must be approved by the Prevention Science Director who will do so by signing your Program of Study form.
- Draft thesis proposal (introduction, literature review, methods, data analysis plan, and reference list) in consultation with your advisor.
    - Please note that several rounds of revisions between you and your advisor are expected before submitting a draft to your committee.
    - If you have thesis co-chairs, involve both faculty members in the development of the proposal, and have them both approve your document before you send it to the rest of your committee.
- Conduct informal, preliminary thesis proposal meetings with members of committee to receive feedback on proposed thesis project.
- Submit completed thesis proposal to your M.S. Committee. They should be given at least two weeks to review it and determine if you are prepared to schedule the proposal defense.
- With the approval of the committee, schedule the proposal defense with the Program Coordinator, at least two weeks prior to the scheduled meeting (no form required).
- Conduct thesis proposal defense meeting. The student and M.S. Committee are the only ones who attend this meeting (no outside students or faculty). Bring the Prevention Science Thesis Proposal Approval Form to the meeting for your committee to indicate their formal approval. The completed form should be submitted to the Program Coordinator.
- Complete annual Evaluation of Progress toward Degree.

Year Two: Fall (Semester 3)

- Continue taking required Prevention Science coursework (see Table 1 for more details). Please note that students on assistantship must maintain full- time

enrollment (10 credit minimum, 10-12 credits is average). Consult with your advisor to determine which classes to take.

- Select your Ph.D. Committee according to the following requirements. Please note that in most cases you will have the same committee for prelims and for your dissertation. ○ Minimum of four faculty, including advisor (i.e., committee chair) ○ If a Prevention Science faculty member with a clinical appointment chairs a committee, he or she must co-chair the committee with a tenure track member of the Prevention Science faculty.
    - Chair and at least two members of the committee must be Prevention Science faculty and must come from at least two (preferably three) disciplines.
    - At least three members must have their Ph.D. or equivalent.
    - All committees must be approved by the Prevention Science Director.
- As a Ph.D. student, you also must submit your Program of Study Request form during this semester (i.e., your third semester in the program).
    - This deadline is typically one month after the Master's Program of Study deadline, but check the Deadlines and Procedures for Doctoral Degree document to be sure. ○ The form should be submitted to the Program Coordinator who will submit it to the Graduate School.
- Out-of-state US citizens must submit residency paperwork to Graduate School (see Residency Requirement section for more information).
- Complete and submit IRB application. Please note that your committee must approve your research protocol before submitting the application. The M.S. Committee chair is listed as PI and must submit the application for the student. See IRB website for more details: http://www.irb.wsu.edu/
- After receiving IRB approval, collect (if applicable) and analyze data.
- Draft results and discussion sections. Review and revise all sections as needed.
    - Please note that several rounds of revisions between you and your advisor/chair are expected before submitting the final version to your committee. ○ If you have thesis co-chairs, involve both faculty members in the completion of the thesis, and have them both approve your document before you send it to the rest of your committee.

Year Two: Spring (Semester 4)

- Continue taking required Prevention Science coursework (see Table 1 for more details). Please note that students on assistantship must maintain full- time enrollment (10 credit minimum, 10-12 credits is average). Consult with your advisor to determine which classes to take.
- Apply to graduate online through the Graduate School (in the semester you plan to complete your M.S.). See instructions at: http://gradschool.wsu.edu/graduation-application/
    - This involves paying a fee.
    - Make sure you follow the guidelines on the Graduation Checklist.

- Submit completed thesis to M.S. Committee. They should be given at least two weeks to review it and determine if you are prepared to schedule the thesis defense.
- With the approval of the committee, schedule the thesis defense. Complete and get your committee's (and the Program Director's) signatures on the Scheduling Exam: Master's form and submit to the Graduate School at least 10 working days before your thesis defense date. Give a copy to the Program Coordinator, who will submit it to the Graduate School. You must also submit an electronic draft of the thesis to the Graduate School at this time.
- Send meeting information (date, time, location, thesis title) and completed thesis to the Program Coordinator. An electronic copy of the completed thesis must be made available. The Program Coordinator will also send an announcement about the defense to all Prevention Science faculty and students who are welcome to attend the meeting.
- Conduct thesis defense meeting.
- Make final revisions per committee instructions.
- Submit final completed thesis within five working days to the Graduate School and to the Program Coordinator. Make sure that you follow the Thesis and Dissertation Formatting and Submission Requirements and the Dissertation/Thesis Final Acceptance Checklist. As of Spring 2020, the Graduate School has replaced the requirement for hard copies (on 100% cotton pages, with ink signatures) for the front pages of theses and dissertations with an electronic process. All students must submit a copy of the title page, abstract page, and signature page through the GRM in myWSU, where it will be forwarded to all advisory committee members for electronic approval.If you plan to attend commencement, make sure you register by the deadline:
  http://commencement.wsu.edu/
- Complete annual Evaluation of Progress toward Degree.

Year Three: Fall (Semester 5)

- Complete all core Prevention Science coursework, including the required courses in the three core competency areas – Developmental Epidemiology and Public Health; Research Methodology & Statistics; and Program Development, Implementation, and Institutionalization. (see Table 1 for more details). Please note that students on assistantship must maintain full-time enrollment (10 credit minimum, 10-12 credits is average). Consult with your advisor to determine which classes to take.
- Identify specialty area of interest for Preliminary Exam
- In consultation with your committee chair, develop a draft of your Prelims Proposal which includes the following:
  - Reading list containing approximately 80-100 readings total; 20-30 readings for each of the three Prevention Science competency areas and your specialty area.

    - 1-2 page(s), double-spaced research statement describing your specialty area.
    - Three suggested exam questions for your specialty area.
- Submit draft of your Prelims Proposal to Ph.D. Committee. They should be given at least two weeks to review it and give their feedback on its contents, including suggested readings to add to the list.
- Incorporate revisions from your Ph.D. Committee and finalize your Prelims Proposal.
- Submit Prelims Proposal to the Prevention Science Director. The Director will send it to the Prevention Science Graduate Program Committee (i.e., Steering Committee) for final approval. This should be done in the semester (i.e., by the last day of the final exams period of the fall, spring, or summer) prior to the semester you would like to begin writing the exam.

Year Three: Spring (Semester 6)

- Once approved by the Prevention Science Graduate Program Committee (i.e., Steering Committee), begin reading and preparing for the exam.
- Schedule prelims oral defense meeting with your Ph.D. Committee.
- Complete the Scheduling Exam: Preliminary Exam form (this requires signatures from all committee members). You should submit a copy of this form to the Program Coordinator who will submit it to the Graduate School. The Graduate School requires you submit the form at least 10 working days prior to the beginning of the examination (i.e., the beginning of the two-week writing window) so be sure to submit it to the Program Coordinator several days before this to assure you meet the 10-day deadline.
- Send meeting information (date, time, location) to the Program Coordinator. The Program Coordinator will send an announcement about the defense to all Prevention Science faculty who are welcome to attend the meeting. Other than the student being tested, no students are allowed to attend.
- Complete written exam (you have two weeks to complete). The oral defense ideally should take place at least 1 week, but no more than 2 weeks following submission of the completed exam responses. However, according to Graduate School policy, it can occur up to 30 days after turning in your written exam.
- Complete annual Evaluation of Progress toward Degree.

Year Four: Fall (Semester 7)

- Draft dissertation proposal (introduction, literature review, methods, data analysis plan, and reference list – if you are doing the Three Manuscript option, this structure may vary) in consultation with your advisor (i.e., committee chair).
    - Please note that several rounds of revisions between you and your advisor are expected before submitting a draft to your committee.
    - If you have dissertation co-chairs, involve both faculty members in the development of the proposal, and have them both approve your document before you send it to the rest of your committee.

- Conduct informal dissertation proposal meetings with members of committee to receive feedback on proposed dissertation project.

Year Four: Spring (Semester 8)

- Submit completed dissertation proposal to Ph.D. Committee listed on your Ph.D. Program of Study. They should be given at least two weeks to review it and determine if you are prepared to schedule the proposal defense.
- With the approval of the committee, schedule the proposal defense with the Program Coordinator, at least two weeks prior to the scheduled meeting (no form required).
- Send meeting information (date, time, location, dissertation title) to the Program Coordinator. The Program Coordinator will send an announcement about the defense to all Prevention Science faculty and students who are welcome to attend the meeting.
- Conduct dissertation proposal defense meeting. Bring the Prevention Science Dissertation Proposal Approval Form to the meeting for your committee to indicate their formal approval. The completed form should be submitted to the Program Coordinator.
- Complete and submit IRB application. Please note that your committee must approve your research protocol before submitting the application. The Ph.D. Committee chair is listed as PI and must submit the application for the student. See IRB website for more details: http://www.irb.wsu.edu/
- After receiving IRB approval, collect (if applicable) and analyze data.
- Draft results and discussion sections. Review and revise all sections as needed.
    - Please note that several rounds of revisions between you and your advisor/chair are expected before submitting the final version to your committee.
    - If you have dissertation co-chairs, involve both faculty members in the completion of the thesis, and have them both approve your document before you send it to the rest of your committee.
- Complete annual Evaluation of Progress toward Degree.

Year Five (Semester 9 & 10)

- Submit completed dissertation to Ph.D. Committee. They should be given at least two weeks to review it and determine if you are prepared to schedule the dissertation defense.
- Apply to graduate online through the Graduate School (in the semester you plan to graduate with your Ph.D.). See instructions at: http://gradschool.wsu.edu/graduation-application/
    - This involves paying a fee.
    - Make sure you follow the guidelines on the Graduation Checklist
- With the approval of the committee, schedule the dissertation defense and complete the Scheduling Exam: Doctoral form (this requires signatures from all committee members). You should submit a copy of this form to the Program Coordinator who will submit it to the Graduate School. The Graduate School

requires you submit the form at least 10 working days prior to the day of your defense so be sure to submit it to the Program Coordinator several days before this to assure you meet the 10- day deadline. You must also submit an electronic draft of the dissertation to the Graduate School at this time.

- Send meeting information (date, time, location, thesis title) and completed dissertation to the Program Coordinator. An electronic copy of the completed dissertation must be made available. The Program Coordinator will also send an announcement about the defense to all Prevention Science faculty and students who are welcome to attend the meeting.
- Conduct dissertation defense meeting.
- Make final revisions per committee instructions.
- Submit final completed dissertation within five working days to the Graduate School and to the Program Coordinator. Make sure that you follow the Thesis and Dissertation Formatting and Submission Requirements and the Dissertation/Thesis Final Acceptance Checklist. As of Spring 2020, the Graduate School has replaced the requirement for hard copies (on 100% cotton pages, with ink signatures) for the front pages of theses and dissertations with an electronic process. All students must submit a copy of the title page, abstract page, and signature page through the GRM in myWSU, where it will be forwarded to all advisory committee members for electronic approval
- If you plan to attend commencement, make sure you register by the deadline: http://commencement.wsu.edu/
- Complete annual Evaluation of Progress toward Degree.

There are a number of factors that may impact a student's timeline and progress in the program. Regardless, it is important to be mindful of the Graduate School's maximum time limits for completion of a degree.

- **Master's degrees must be completed within 6 years from the beginning date of the earliest course applied toward the degree.**
- **Doctoral degrees must be completed within 10 years from the beginning date of the earliest course applied toward the degree AND within 3 years of the satisfactory completion of the preliminary exam.**

See the Graduate School Policies & Procedures for additional details.

Master's Internal Program of Study Form (30 Credits Required)			
Student:		Date:	
Chair:			
Core Courses (18 credits required)			
Prefix & Number	Course Title	Credits	Approved Substitution (yes/no)
Electives (6 credits required)			
Prefix & Number	Course Title	Credits	Transferred (yes/no)
Thesis Credits (6 required)			
Prefix & Number	Course Title	Credits	
PrevSci 700	Master's Thesis Research		
Additional Courses			
Prefix & Number	Course Title	Credits	Transferred (yes/no)

PhD Internal Program of Study Form (72 Credits Required)*			
Student:		Date:	
Chair:			

Core Courses (25-27 credits required / 28-31 beginning academic year 2022-23)			
Prefix & Number	Course Title	Credits	Approved Substitution (yes/no)
Electives and Other Credits (27 credits required / 24 beginning academic year 2022-23)			
Prefix & Number	Course Title	Credits	Transferred (yes/no)
Dissertation Credits (20 required)			
Prefix & Number	Course Title	Credits	
PrevSci 800	PhD Dissertation Research		
*72 credits are required in addition to PrevSci 700 Thesis Credits			

Prevention Science Core Curriculum. For each core area, choose one class from each category for students who began program 2022-2023 academic year

Core Area 1. Developmental Epidemiology and Public Health

1A. Theoretical Foundations

PrevSci 511 Introduction to Prevention Science*

1B. Family Relationships

HD550 Seminar on Family Relationships
HD558 Parent-Child Relationships

1C. Child Development

HD560 Child Development

Core Area 2. Research Methods and Statistics

2A. Research Methods

PrevSci 513 Research Methods in Prevention Science*

2B1. Methods 1: Quantitative

EdPsych 508 Educational Statistics

Nurs 527 Association, Group Difference & Regression Techniques for Health Services

Psych 511 Analysis of Variance and Experimental Design

2B2. Methods 1: Qualitative

EdPsych 507 Foundations of Qualitative Research

2C. Methods 2

EdRes 564 Qualitative Research
EdRes565 Quantitative Research

Nurs 528 Multivariate Statistical Techniques for Health Sciences

Psych 512 Regression & Quasi-Experimental Design

Core Area 3. Program Development, Implementation, and Institutionalization

3A. Program Development

PrevSci 535 Effective Prevention Strategies I

Nurs 564 Health Promotion in Nursing Practice

3B. Program Evaluation

PrevSci 540 Effective Prevention Strategies II

Nurs 591 Mixed Methods for Program Development, Implementation, & Evaluation

3C. Advanced Evaluation

EdPsych 571 Theoretical Foundations & Fundamental Issues in Program Evaluation
Nurs 554 Epidemiology & Biostatistics for Health Professions

Prevention Science Curriculum Prior to Academic Year 2022-2023

Core Requirements (25-27 Credits)	Course Options (all courses 3 credits unless otherwise indicated)		
1) Developmental Epidemiology and Public Health (1-2 courses; 3-6 credits)			
A. Theoretical Foundations	**Prev_Sci 511 Introduction to Prevention Science***		
B. Family Relationships	HD 550 Seminar on Family Relationships	HD558 Parent-Child Relationships	
C. Child Development	HD 560 Seminar in Child Development		
2) Research Methods and Statistics (3 courses; 9 credits)			
A. Research Methods (1 course; 3 credits)	**Prev_Sci 513 Research Methods in Prevention Science***		
B. Quantitative Methods I (1 course; 3 credits)	Ed_Res 565 Quantitative Research	Nurs 527 Association, Group Difference and Regression Techniques for Health Services	Psych 511 Analysis of Variance and Experimental Design
C. Quantitative Methods II	Ed_Psych 569 Seminar in Quantitative Techniques in Education	Nurs 528 Multivariate Statistical Techniques for Health Sciences	Psych 512 Correlation, Regression, & Quasi-Experimental Design
3) Program Development, Implementation, and Institutionalization (1-2 courses; 3-6 credits)			
A. Program Development	Prev_Sci 535 Effective Prevention Strategies I	Nurs 564 Health Promotion in Nursing Practice	
B. Program Evaluation	Prev_Sci 540 Effective Prevention Strategies II	Nurs 591 Mixed Methods for Program Development, Implementation, & Evaluation	

C. Advanced Evaluation	Ed Psych 571 Theoretical Foundations & Fundamental Issues in Program Evaluation	Nurs 554 Epidemiology & Biostatistics for Health Professions	

Preliminary Exam Research Statement Rubric

Instructions: In response to the student's research statement, score each of the following topic areas as satisfactory or needs improvement. If a needs improvement score is selected for any topic area, provide feedback and a specific suggestion for improvement for the student to address in their revisions. Space is provided for additional comments on each topic area scored as satisfactory. Space is also provided for general feedback not captured by the topic areas.

1. Description of the topic the student would like to pursue in their research

Needs Improvement	Satisfactory

   a. If needs improvement, provide feedback and specific suggestion for improvement:
   b. Provide optional feedback on satisfactory score:

2. Description of the importance of the student's work to the existing literature

Needs Improvement	Satisfactory

   a. If needs improvement, provide feedback and specific suggestion for improvement:
   b. Provide optional feedback on satisfactory score:

3. Description of how the work fits within Prevention Science, why a Prevention Science lens will be beneficial, or how the field of Prevention Science will advance from the work

Needs Improvement	Satisfactory

   a. If needs improvement, provide feedback and specific suggestion for improvement:
   b. Provide optional feedback on satisfactory score:

4. Described relevant theory and theoretical grounding used to inform proposed work

Needs Improvement	Satisfactory

   a. If needs improvement, provide feedback and specific suggestion for improvement:
   b. Provide optional feedback on satisfactory score:

5. Identified and provided rationale for populations of interest

Needs Improvement	Satisfactory

   a. If needs improvement, provide feedback and specific suggestion for improvement:
   b. Provide optional feedback on satisfactory score:
6. Specified the basic methodological approach and rationale (e.g., description of the general qualitative/quantitative/mixed method approach and insights to be gained from the approach)

Needs Improvement	Satisfactory

a. If needs improvement, provide feedback and specific suggestion for improvement:
b. Provide optional feedback on satisfactory score:

Other comments:

Comments on specialty questions:

Comments on reading list:

Assessment:

_____ Program Director may provide feedback and evaluate the revisions, if any.

_____ I would like to evaluate the revisions.