



"BLESS YOUR HEART!"

IT'S A
Southern
THING



- Expression of sympathy/concern
 - “Bless your heart for having to go thru COVID”
- (Southern US and Michelle) An insult – pity for you for not knowing better, being naïve, or dumb
 - “He thought he’d get that experiment done it a month. Bless his heart.”
 - I usually use it for naivety





Tips and Hacks for Navigating the Thesis and Dissertation Process

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The Doctoral Journey



Why am I doing this?

Where can I find....?

What margins should I use?

Should I provide food?

What's the format for the presentation?

What reference style should I use?



What's the format of the document?

How often do you meet with your committee?

When am I a candidate?

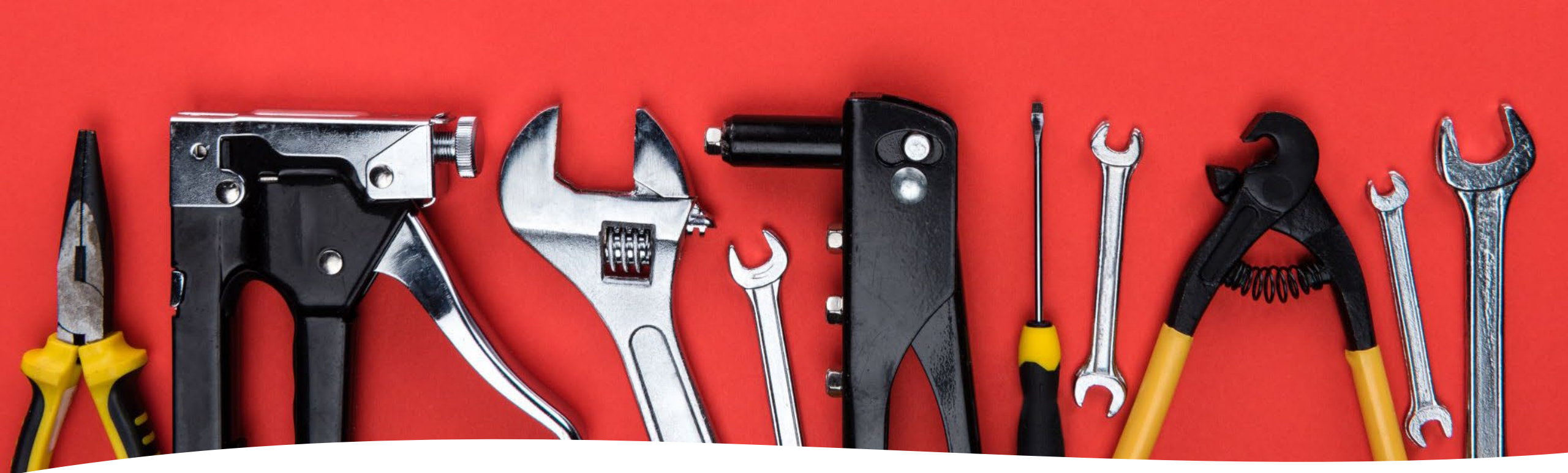
When do I have to submit my document to my committee?

How do I do a table of contents?

Should I do a copyright?

How often do you meet with your chair?

What's a MIP?



- Describe the PhD and thesis
- Provide general tips, tricks and hacks for making the process easier
- Discuss useful tools
- Discuss timelines

LET'S GET ON THE SAME PAGE...





What are the basic steps

- Master
 - Complete your classes
 - Do research (for thesis/project)
 - Complete thesis or written exam
- PhD
 - Complete your classes
- THEN....



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Different majors call the basic PhD steps different things

	Environmental Eng. (EnvE)	Chemical Eng. (ChemE)	Microbiology/MCB (Micro)
Step 1	Comprehensive exam	Qualifying exam	Comprehensive exam
Step 2	Proposal	Comprehensive exam	Prospectus
Step 3	Dissertation		

CLINICAL INCUBITY:
EXPLORING THE FEASIBILITY OF A
NEW GRADUATE TRANSITION-TO-PRACTICE
RESIDENCY THAT SUPPORTS THE NURSE
PRACTITIONER IN A LARGE HMO SETTING

—
DEBRA WALLACE

COLLEGE OF GRADUATE NURSING



Western
University
OF HEALTH SCIENCES
The discipline of learning.
The art of caring.

**FORMAT IS SIMILAR FOR DISSERTATION
AND THESIS**

Theses and dissertations have different formats


Thesis

1. Introduction
2. Background
3. Methods
4. Results and Discussion
5. Conclusions and Recommendations
6. References
7. Appendices

Dissertation

1. Introduction
2. Background
3. Research chapter 1
 - Thesis parts 1-5 for this chapter
4. Repeat #3 for all research chapters
5. Conclusions and Recommendations
6. References
7. Appendices
 - One appendix must include permissions from coauthors and journals to use published materials

What is the basic timeline?

	Environmental Eng. (EnvE)	Chemical Eng. (ChemE)	Microbiology/MCB (Micro)
Comprehensive/Qualifying exam	<ul style="list-style-type: none"> • After core classes are completed • 2-4 semesters 	<ul style="list-style-type: none"> • 2-3 semesters 	<ul style="list-style-type: none"> • 2 semesters w/MS • 4 semesters w/BS
Proposal/ prospectus/ comprehensive exam	<ul style="list-style-type: none"> • 2 years into your research • Cannot be the same semester as your graduation 	<ul style="list-style-type: none"> • 2 years into your research • Cannot be the same semester as your graduation 	End of second/third year
Dissertation		Bless your heart 	<ul style="list-style-type: none"> • 8 semesters w/MS • 10 semesters w/BS

What is the
comprehensive
(EnvE/Micro)
or qualifying
(ChemE)
exam?

- After core classes are completed
- Combined written and oral exam evaluating the student's competency and mastery of their subject
- Private defense
- Committee does not usually include your chair


What is required of the comps?

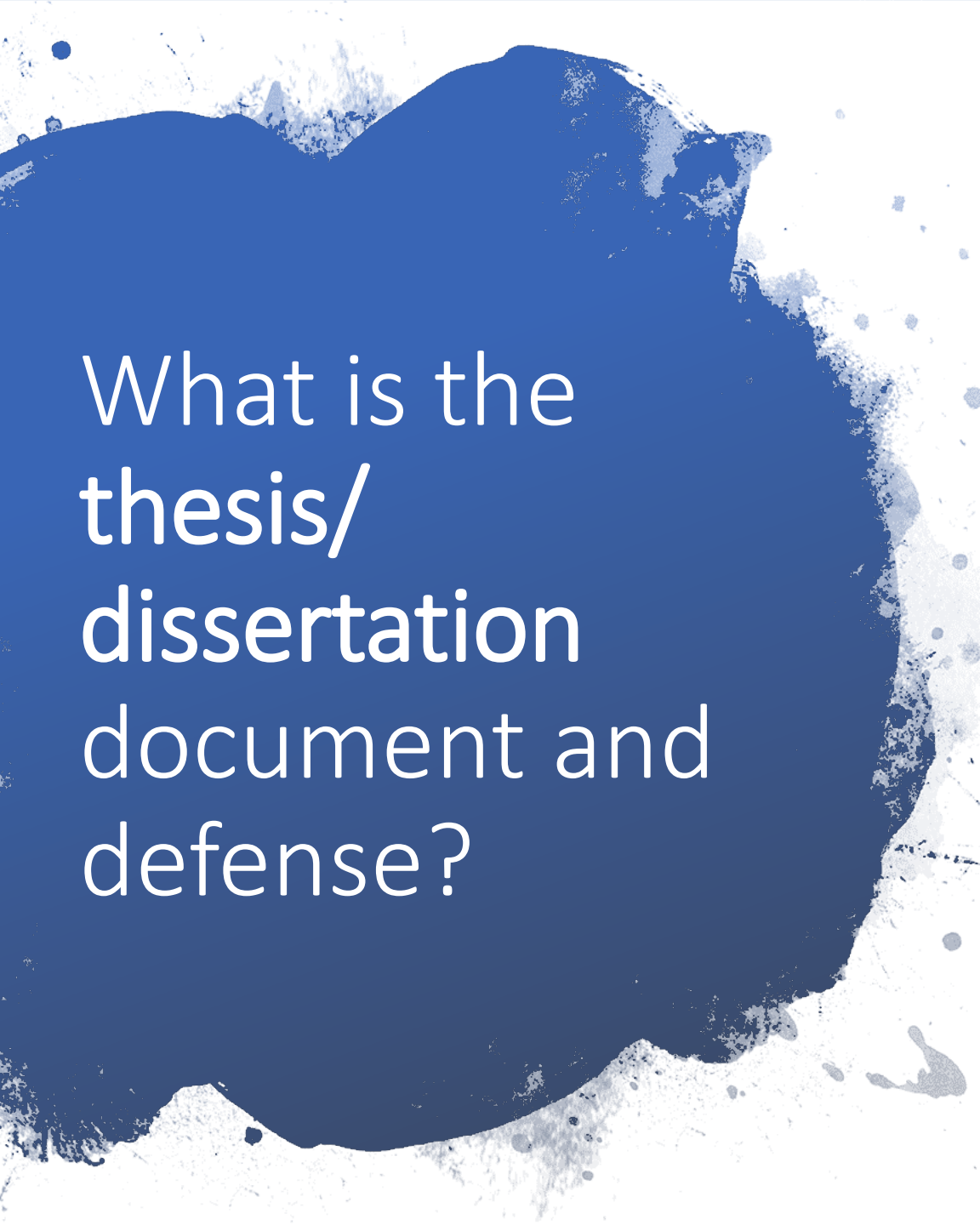
	EnvE Comprehensive Exam	ChemE Qualifying exam	Micro. Comprehensive Exam
Committee	3 professors	Graduate committee	PhD committee
Topic	<ul style="list-style-type: none">• Comprehensive review of a paper• Outside your direct research area	Original research idea to be made into a publication	<ul style="list-style-type: none">• Proposal to a funding agency• Outside your direct research area
Written length	Up to 8 pages	<ul style="list-style-type: none">• 10 pages of text• Up to 10 pages references, figures, etc.	7-pag NIH grant OR written exam of fundamental questions
Presentation length	30 min.	20 min.	20-30 min.
Collaborate with others?	No	Yes	No

What is the
proposal
(EnvE)/
prospectus
(Micro)/
comprehensive
exam (ChemE)?

- Written and oral exam
- Private defense
- Present your proposed research for your PhD
- Fill out form on iPOS
- Once successfully completed, you become a PhD Candidate

What is required for the proposal?

	Environmental Eng. Proposal	Chemical Eng. Comprehensive Exam	Microbiology Prospectus
Submit to committee in advance	1 week	1 week	
Document length	Committee dependent 		
Presentation length	Up to 50 min.	Up to 50 min.	



What is the
thesis/
dissertation
document and
defense?

- Written and oral exam
- Culminating event for your degree where you present your research, conclusions and recommendations
- Very individual and specific to your advisor and committee

The background of the image is a solid blue color. In the center, there is a large, dark silhouette of a structure made of interlocking puzzle pieces. Two human silhouettes are shown interacting with the structure: one on the left is pushing a piece into place, and one on the right is pulling a piece away. The text is overlaid on the puzzle structure.


HOW TO WORK SMARTER
NOT HARDER



Engage your committee (and peers) early and often


Understand
what your
chair(s) and
committee
required for you
to *successfully*
defend

- What are they looking for?
- What do they expect from your work?
- *Do they agree with each other?*
- How many manuscripts do I need published at the time of defense?
How many submitted?
- How should I iterate with my chair(s) and committee on drafts?
- Meet with your committee regularly
- Set a timeline *but be flexible*



Leverage your committee

- *Use them as a sanity check*
- Get feedback from your chair(s) and committee **early and often!**
 - Don't worry if it is not perfect
 - What do I want to communicate?
 - Is this the story you want to tell?
 - Does my timeline make sense? Do we agree on it?
- Hold each other accountable for progress
- Practice the 24-hour rule




Leverage your peers

- Talk to other people who have defended in your group recently for their experience
- Have them read your material
- Present to them
- *Use them as a sanity check*



Use the tools that are available to you



Look at other people's dissertations and theses

- Dissertations have different formats than theses
- Ask your chair(s)
 - What format they are looking for
 - Copies of dissertations to follow
- Ask peers for copies of their dissertations/theses
- Look for
 - Organization
 - Content
 - Formatting
- Shared drive

Name
Center SOP
COVID-19 PD Effort
display case articles
Dissertations--completed
EB CV's
EB Staff who have left
EndNote
eppendorf
Human Resources
ISMA
ISMET
Lab Management
LasergeneClient7
Letters
Lusk, Bradley
Manifesto PrintVersion
Manuals
MBfR
MXC Team
Oligos
PDFS of Swette interns 2014 ;
phylogentic tools
Pictures
Publications
realplex
Research
resumes for swette interns 20
Rittman Publication Copies
Rittmann articles
Rittmann Group Dissertation
Rittmann Reviewed
Rittmann's Shared
SCEB QR codes
Software
Space
Sudeep's Presentations
temp
Thesis--completed



Select a file to preview.

Find a
reference
manager you
like and use
it!



Zotero

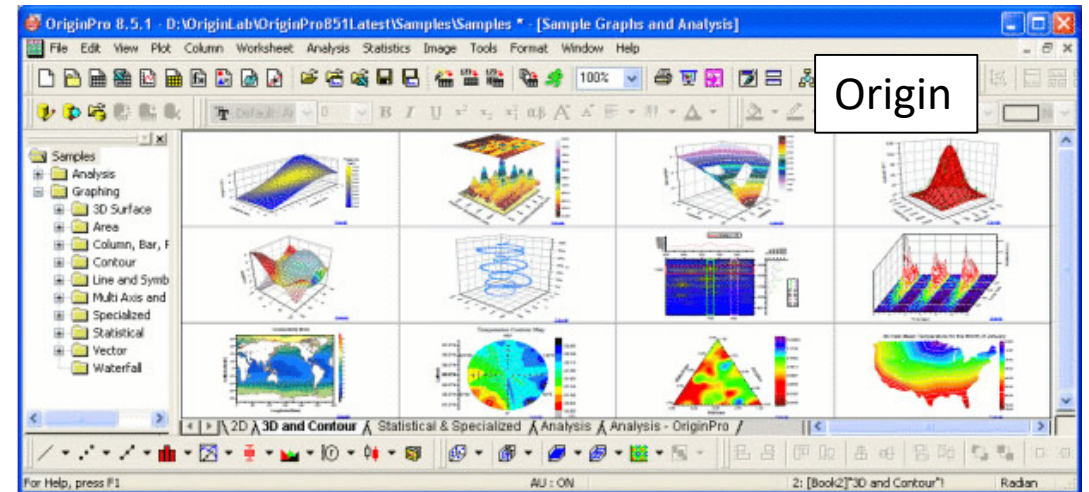


ProQuest
RefWorks

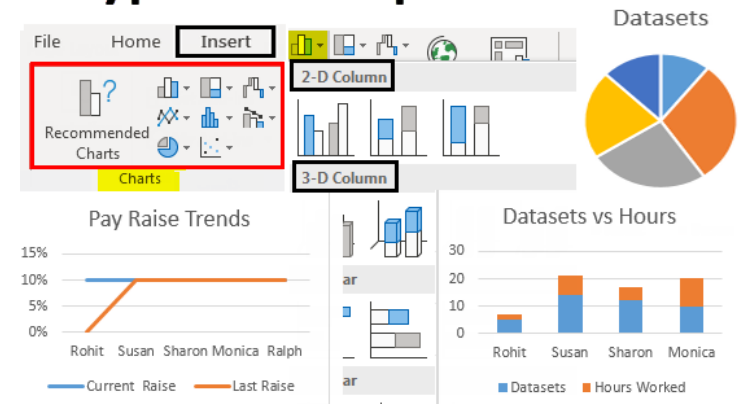
Find a
reference
manager you
like and use
it!

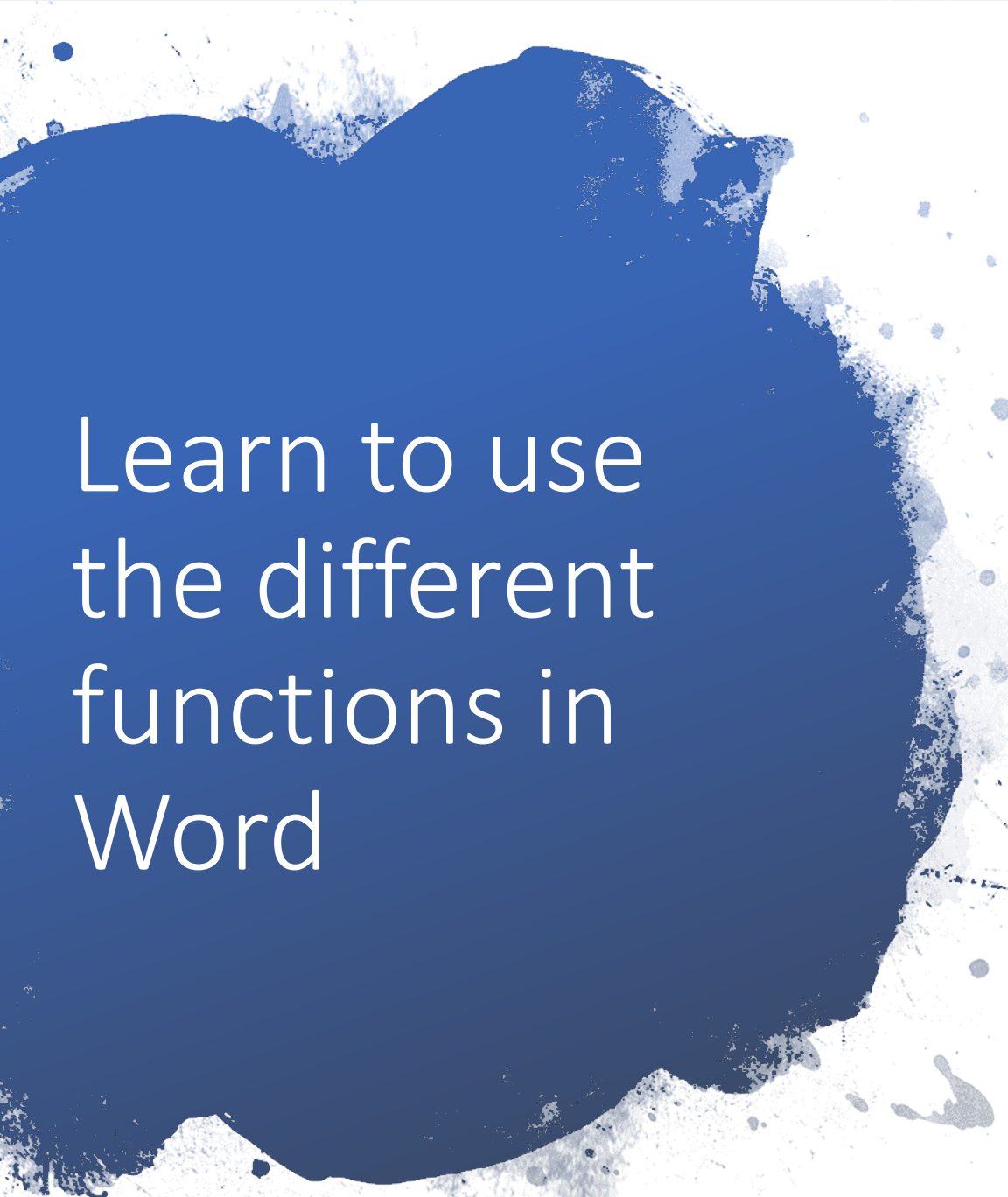
The screenshot displays the Microsoft Word interface with the 'References' tab selected. The ribbon includes options for 'Insert Citation', 'Mendeley Cite-O-Matic', 'Insert Bibliography', and 'Open Mendeley'. A red arrow points to the 'Mendeley Cite-O-Matic' button. On the left, the 'Navigation' pane is open, showing a search bar and tabs for 'Headings', 'Pages', and 'Results'. The document content on the right includes several references: 'Kim et al. (2011) – Converted 30% of in...', 'Kim et al 2013—“As shown in Fig. 2, w...', and 'Roghair et al 2018—pH 5.5 FW produc...'. The status bar at the bottom indicates 'Page 1 of 1' and '160 words'.

Explore different statistical and graphing software options



Types of Graphs in Excel






Learn to use the different functions in Word

- Automatically numbering figures, tables, and equations
- Style functions
- Equations editors

These will make managing changes to graph order and tables of contents, etc. much easier to manage!



Find your writing
zone and start
writing early


- Write early and often!
- Write with others (Work Cycle, etc.)
- Keeping detailed notes in your lab notebook, online journal, etc.
- Find your writing zone and stick to it!
 - Space
 - Time
 - How you work best
- There is no right order for writing your document – the important part is that you are writing
- It will never be perfect so send it as progress is made



Preparing your document

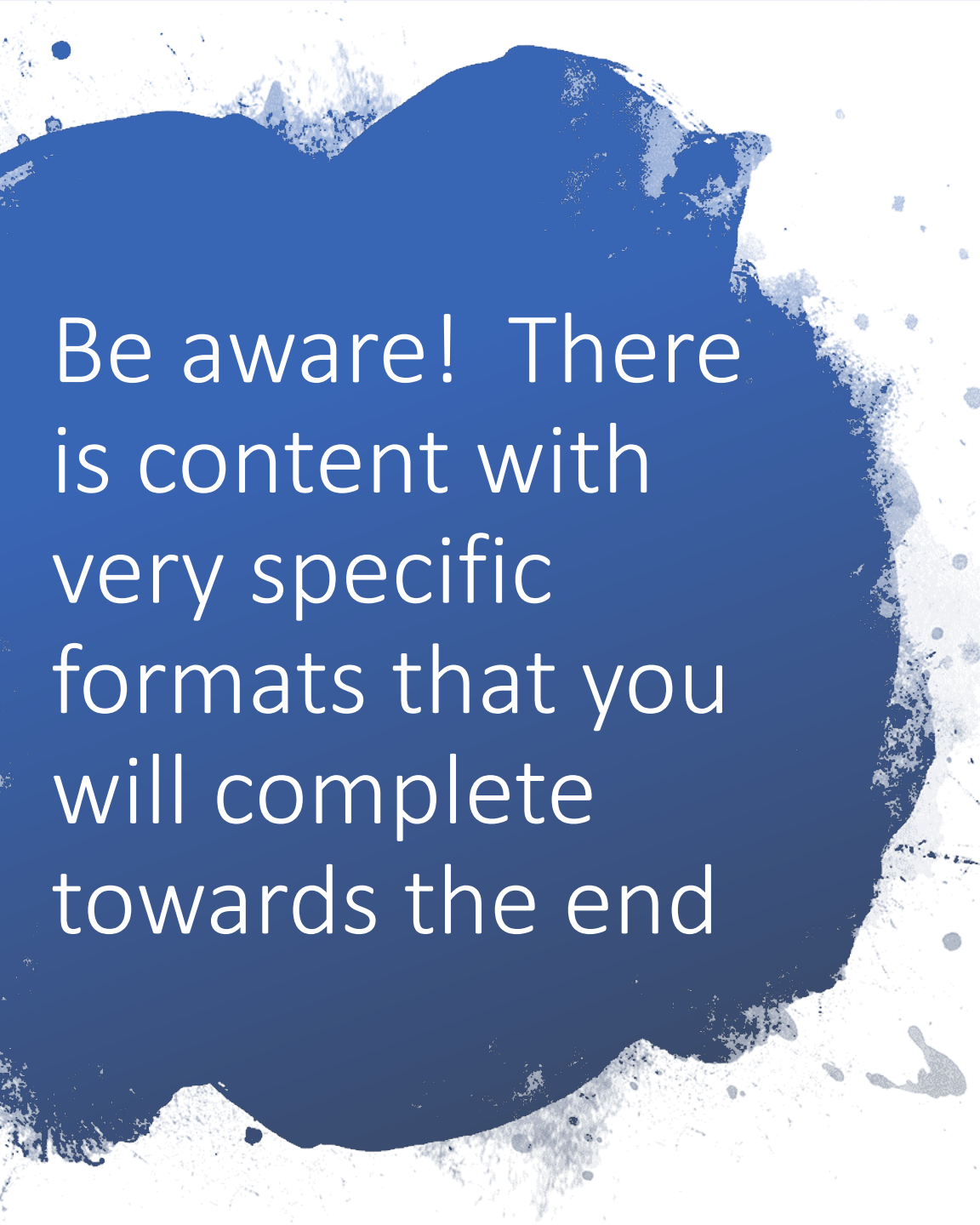
Start formatting
your dissertation
or thesis
immediately.
*And start with
your proposal!*

- You and your committee can dictate chapter/references/appendices format
 - What bibliography style you want to use
 - *Bioresource Technology* is an easy format to apply to everything
 - How you organize the chapters
 - Appendix vs. Supplemental Information
- Be consistent or you will not pass format review!



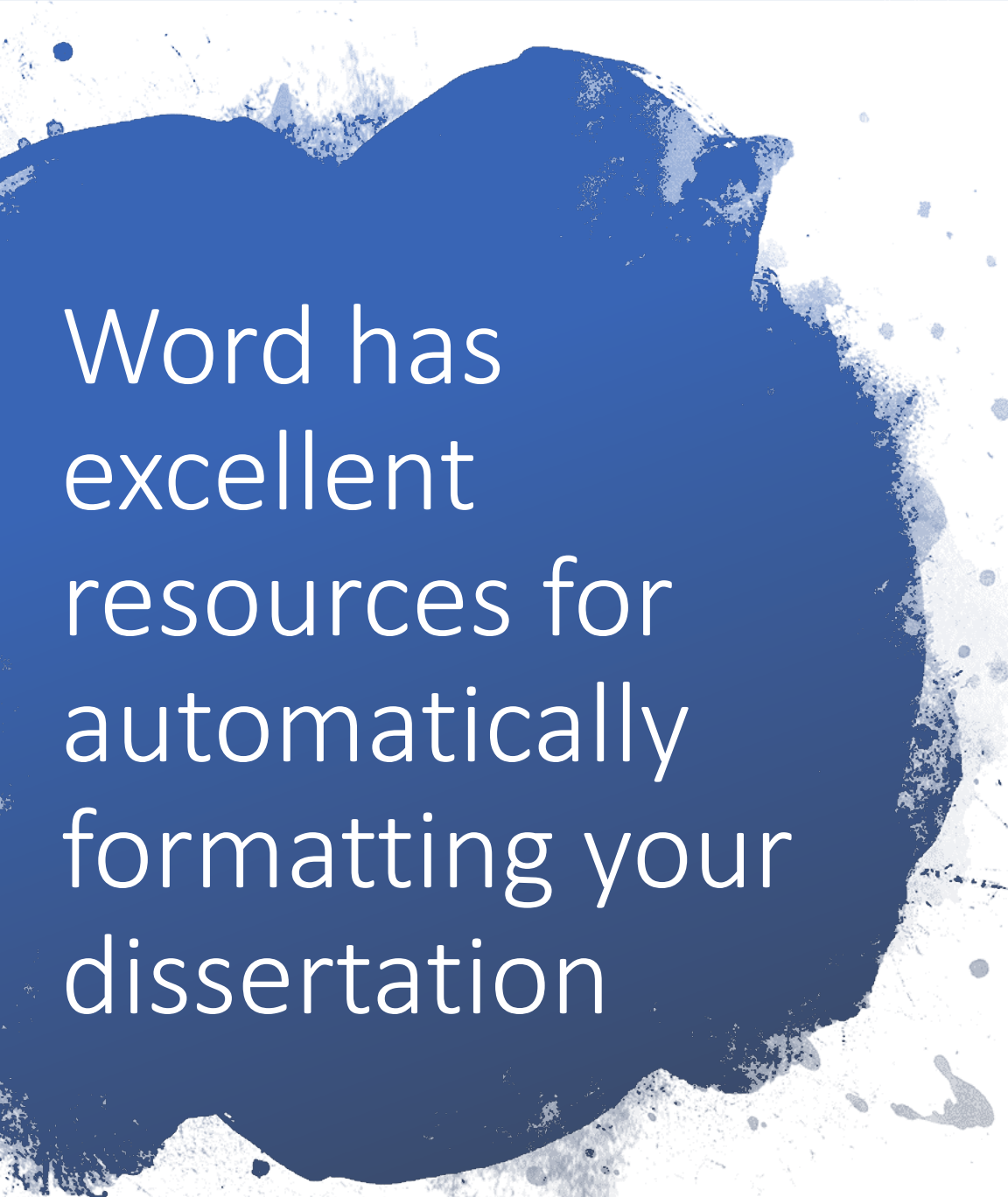
Use the grad
college
format
guides early
and often!

- Website
 - <https://graduate.asu.edu/current-students/completing-your-degree/formatting-your-thesis-or-dissertation>
- Downloadable PDF – update often!
 - <https://graduate.asu.edu/sites/default/files/asu-graduate-college-format-manual.pdf>
- Questions?
gradformat@asu.edu



Be aware! There is content with very specific formats that you will complete towards the end

- Title page
- Abstract
- Table of Contents
- List of Tables
- List of Figures
- List of Symbols or Abbreviations (optional)



Word has
excellent
resources for
automatically
formatting your
dissertation

- Using “References” → “Captions”
 - Insert captions that will automatically update figure/table numbers
 - Automate your table of contents, etc.
- Use your reference manager
- Writing centers and workshops
 - <https://tutoring.asu.edu/student-services/graduate>
- Automatic formatting tool
 - <https://graduateapps.asu.edu/formadvising>
- Other options for writing are LaTeX and BibTeX



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Using previously published works in your dissertation

- You **MUST** have permission from the authors to publish their work in your dissertation (i.e., figures, etc.)
- You **MUST** have permission from your other coauthors to use previously published articles in your dissertation
 - <https://graduate.asu.edu/sites/default/files/policy-on-using-previously-published-work.pdf>
- You **MUST** have permission from the journal to republish an article in your dissertation
- The ***last*** appendix in your dissertation is all of your documentation of this

Using
previously
published
works in your
dissertation

- [..\..\Dissertation\Permissions\RightsLink Printable License Understanding the impact H2O2.pdf](#)



Using
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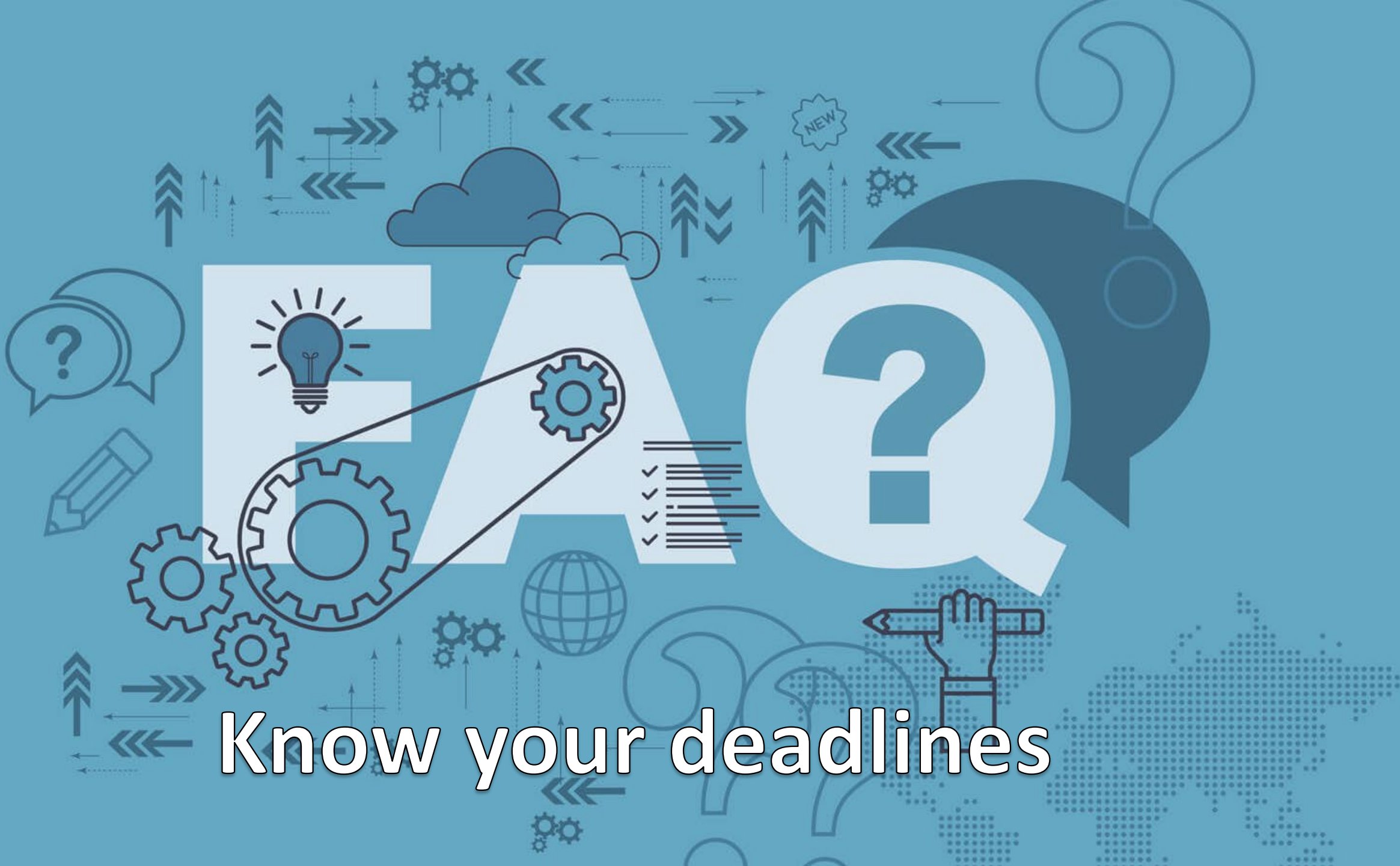
- *Different chair(s) have different advice on formatting previously published work in your dissertation*
- Change “we” to “I”
- Disclaimer at the beginning of the chapter

CHAPTER 3

Understanding the Impact of Operational Conditions on Performance of Microbial Peroxide Producing Cells

This work was published in a modified version in Journal of Power Sources by Young et al. (2017).

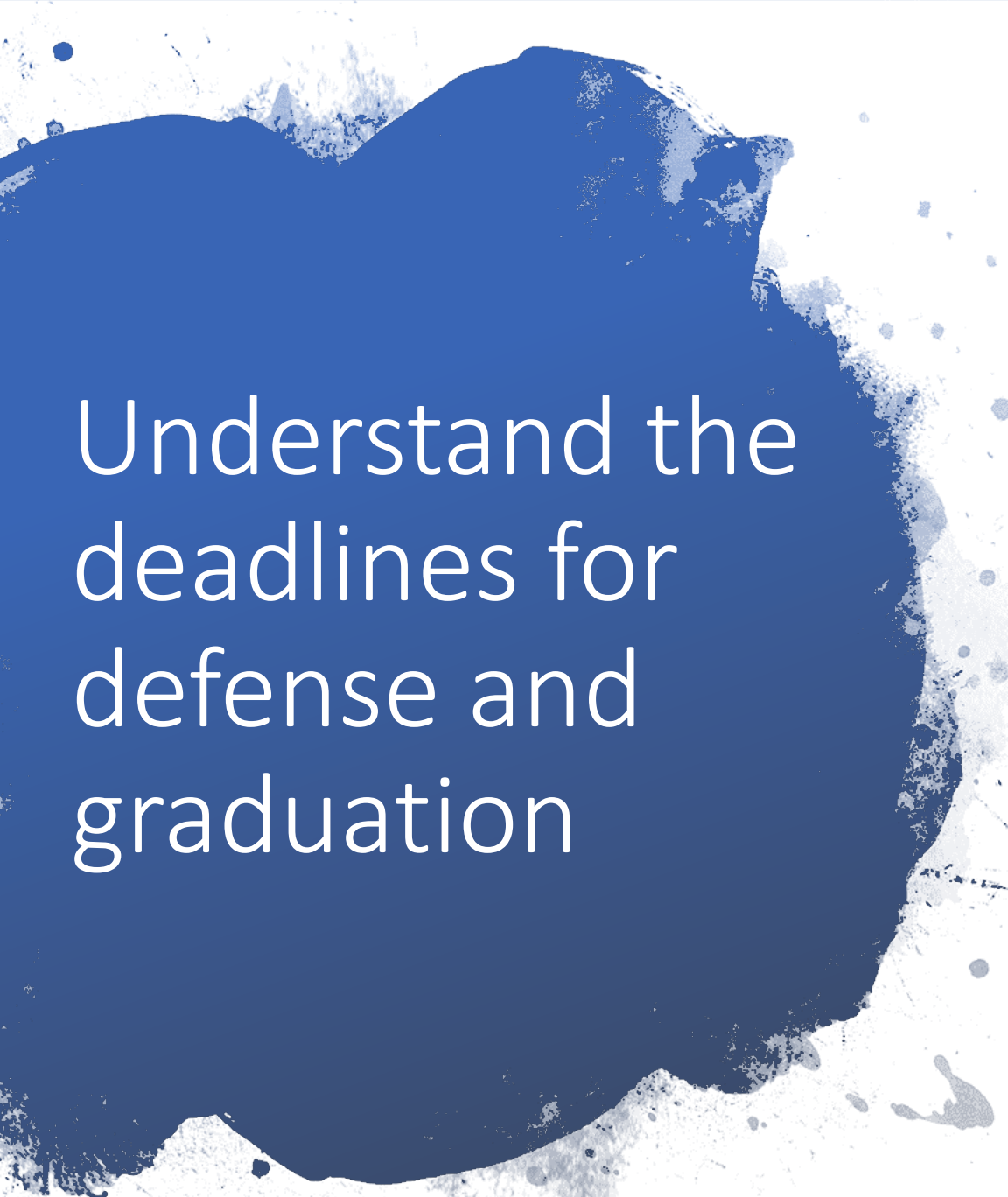
- Change reference formats to match the rest of the document



Know your deadlines

What is a Master in Passing (MIP)?

- For PhD students only
- Option to receive a MS without doing a thesis
- Apply in iPOS
 - ChemE and Micro: After advance to candidacy
 - EnvE: Complete 30 credit hours



Understand the deadlines for defense and graduation

- <https://graduate.asu.edu/current-students/completing-your-degree/about-your-defense>
- <https://graduate.asu.edu/current-students/policies-forms-and-deadlines/graduation-deadlines>
- Deadline to apply for graduation
- Deadline to schedule your defense
- Last day to hold a defense for the semester
- Deadline to submit final documents to ProQuest

You are allowed to be demanding!

⚡ DING ⚡

⚡ DING ⚡

⚡ DING ⚡



chicken



fish



6 months to
1 year in
advance

- Update your iPOS
 - 4 weeks to update in the system
- Get permissions from your coauthors
 - I suggest doing this as you go
- Get permissions from journals
- Set explicit writing/feedback deadlines with you and your chairs
- Go watch other people defend!
 - <https://graduateapps.asu.edu/defensecal>



About 3-4
months in
advance

- Check iPOS approval
- Schedule your defense date and room
 - 50% of the committee must be in the room
 - The chair or at least 1 co-chair must be present
- Ask your chair what format your defense will take
 - When does the committee need the final document (2 weeks in advance)
 - Will you take questions during the presentation?



1 month to 2
weeks before
your defense

- Schedule your defense in iPOS at least 10 working days (2 weeks) in advance
 - https://graduate.asu.edu/sites/default/files/10-working-day-calendar_0.pdf
 - You must input your room information
- Submit a copy of dissertation for format review 10 calendar days in advance
- Supply a copy to your completed document to your committee
 - Paper or electronic?
- Fill out absentee committee member form
- Should I request an embargo on publication?



Those last 2
weeks....

- Practice in front of peers and people who have defended!
- And.....



A photograph of two women sitting at a black metal outdoor table. The woman on the left has short blonde hair and is wearing a white lace top. The woman on the right has short brown hair and is wearing a blue lace top. They are both holding white coffee cups. In the background, there are several cars parked in a lot, including a blue car and a silver car. A large yellow text overlay with a black outline reads "BLESS YOUR HEART!".

"BLESS YOUR HEART!"

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After you
defend....

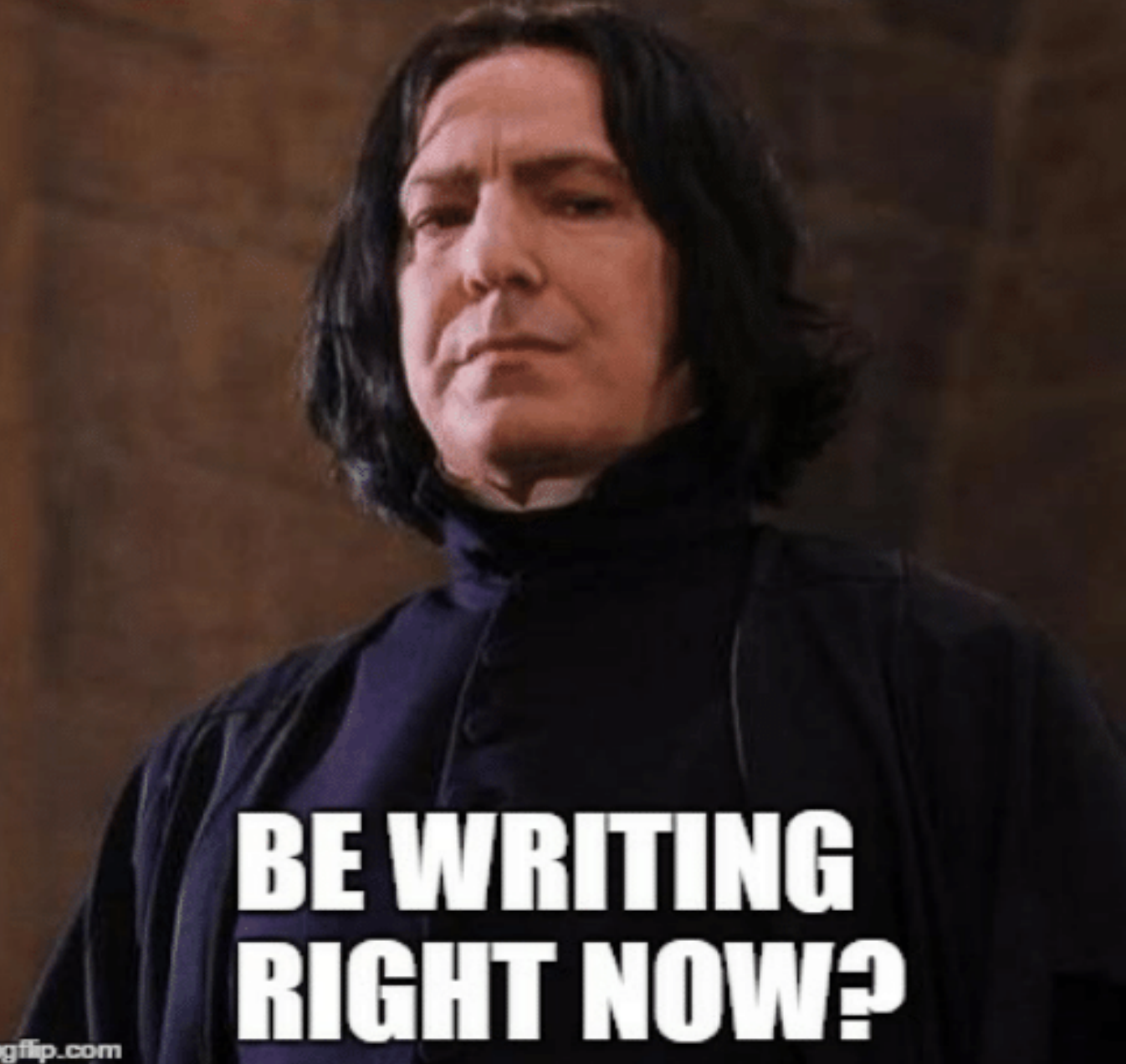
- Submit your dissertation for approval...
 - To your committee
 - For format approval
 - To ProQuest
 - Copies for committee?
- Submit Survey of Earned Doctorate
- Should you copyright your work?

SUMMARY



- Understand the timeline and what is required of you
- Leverage your peers and committee
- Identify useful resources early and use them often
- Start formatting early
- Be aware of deadlines

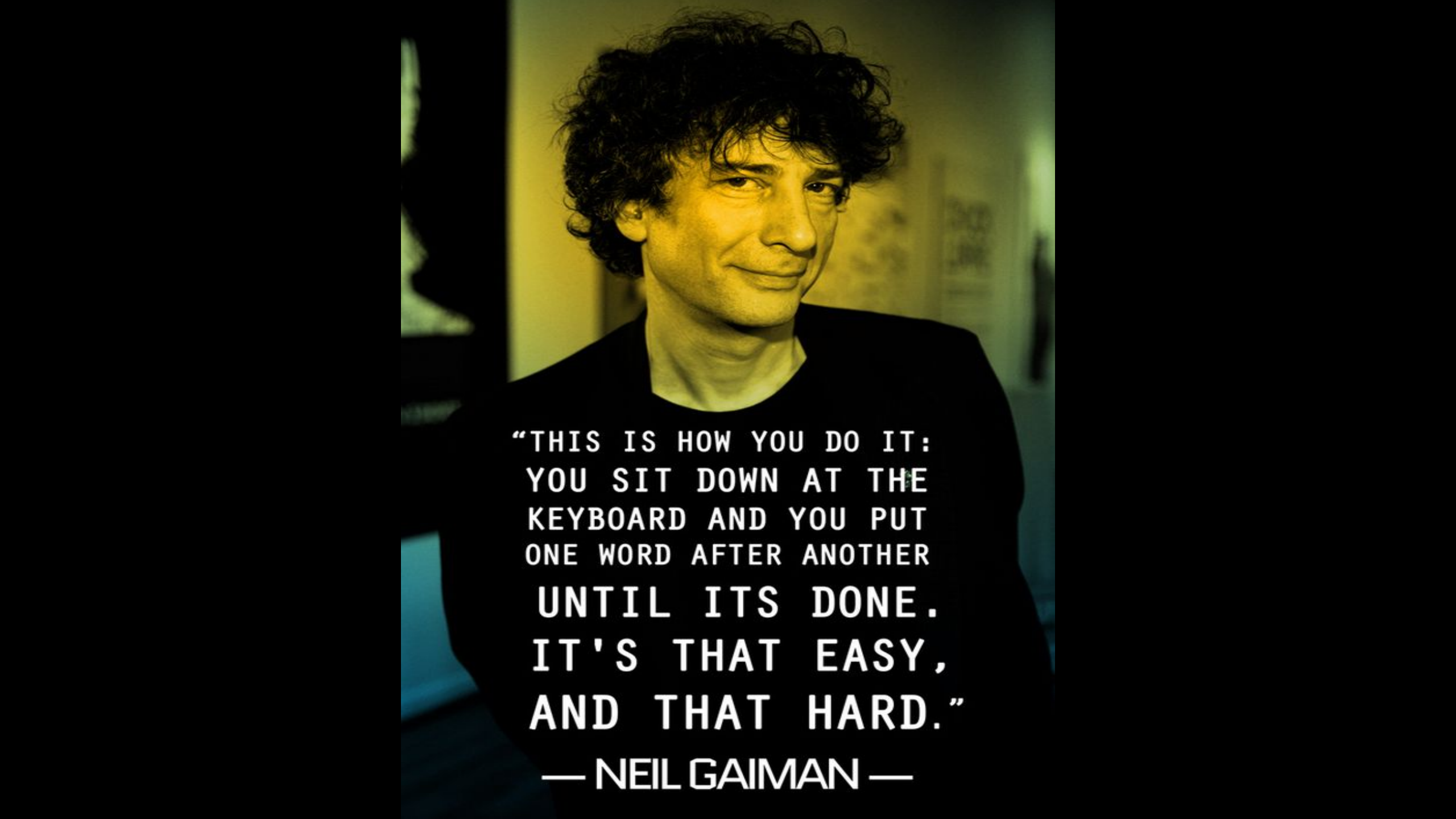
SHOULDN'T YOU



**BE WRITING
RIGHT NOW?**

**LET GO AND
FORGIVE
YOURSELF.**

PICTUREQUOTES.com

A portrait of Neil Gaiman with curly dark hair, wearing a dark t-shirt, looking slightly to the right. The background is a blurred indoor setting with warm lighting. The quote is overlaid in white, monospace-style text on the lower half of the image.

“THIS IS HOW YOU DO IT:
YOU SIT DOWN AT THE
KEYBOARD AND YOU PUT
ONE WORD AFTER ANOTHER
UNTIL ITS DONE.
IT'S THAT EASY,
AND THAT HARD.”

— NEIL GAIMAN —