LINCOLN UNIVERSITY
BA 597 – DBA Dissertation I
Summer 2014 Course Syllabus

CREDIT HOURS: 3 semester units = 180 self-study hours

INSTRUCTOR (ADVISOR) To be selected by students and approved by the Program Director or the Chief Academic Officer

CONTACT INFORMATION & HOURS: To be arranged by the advisor

COURSE TIME & LOCATION: Self-Study

PREREQUISITES: Completion of all DBA core courses, DBA candidacy standing, and BA 510. Advisor's approval is required.

TEXT & MATERIALS: To be designated by the advisor or the Program Director

REFERENCE MATERIALS: To be designated by the advisor or the Program Director

COURSE DESCRIPTION:

This course is designed to orient and familiarize the student with the first stage of the doctoral thesis research process. The student researches a subject of interest for an appropriate thesis topic, with the focus on the need to have a manageable research project, using relevant data and research methodology and analytic tools applicable to the subject and approach. Research for this topic will address current literature in the field and the way in which literature searches are conducted. The course then addresses an overview analysis of research options, and data collection techniques and requirements appropriate to the subject of study. Completion of this course requires the student to write the first chapter of the dissertation establishing the structure and organization for the study, and the need and research basis for the continuation of the study, submitting this information to the dissertation advisor and doctoral committee for approval. (3 units) *Prerequisites: Completion of all DBA core courses, DBA candidacy standing, and BA 510. Advisor's approval is required.*

COURSE OBJECTIVES:

Upon successful completion of this course, the student will have:

- Gained an understanding the need for, and approaches possible, for a dissertation study of choice;
- Examined research methodology and options appropriate to the study;
- Explored how to locate literature in the field to establish what history exists within the subject selected;
- Identified the research topic resulting in the statement of the problem;
- Selected a dissertation advisor with an academic perspective applicable to the subject addressed;
- Prepared and presented the essential components of Chapter I of the dissertation to the Advisor and Doctoral Committee.

COURSE PROCESS AND STRUCTURE:

Students taking this course must submit the DBA Dissertation Advisor Form with the proposed advisor's signature to the University's Records Office before starting the dissertation work, and must submit the Progress Form filled in and signed by the advisor during the dissertation terms as designated in the form. Both forms are available at the Records Office.

1. Create an awareness of the components of a doctoral dissertation, to include: 1) chapter introduction; 2) study background; 3) statement of problem; 4) professional significance of the study; 5) methodology overview; 6) study delimitations; and 7) key term definitions.
2. Presentation of research options that address the following elements: 1) methodology; 2) general perspective; 3) research context; 4) research participants; 5) explanation of instruments used for data collection; 6) discussion of procedures used; 7) explanation of data analysis methods; and 8) summary of methodology.
3. Establish the parameters for review of the literature;
4. Examine the proposed subject of study and identified how to establish Statement of the Problem;
5. Delineate the parameters of the study;
6. Define the nature of the professional academic relationship with a dissertation advisor;
7. Engage in development of a draft of the presentation of Chapter I of the study;
8. Role-play presentation of the study for critical review, preparatory to submitting the written draft to the Doctoral Committee.

EVALUATION:
Accepted Draft of Chapter I of the Dissertation: 100%
The student will present a draft of Chapter I of the Dissertation for Dissertation Committee review and discussion. Successful course completion requires submittal of a written presentation, and defense of subject and approach, as applicable, acceptable to the Doctoral Committee.

GRADING: Grade of **CR** (credit) **or NC** (no credit) **only** will be given for this course.

Revised: April 18, 2014

To:		All Students Enrolling in the DBA Dissertation

From:		Dr. Marshall J. Burak, Director of Graduate Programs

Subject:	DBA Dissertation Activity; Process and Notes

Be certain first that you have taken and passed the DBA Qualifying Examination before registering for BA 597.

Each DBA candidate is required to complete the program by writing a DBA dissertation. This results in a defense or a report presentation talk for a graduate committee. The dissertation topic must be related to the student's area of concentration and be approved by an advisor and the Program Director. Students should complete the dissertation, taking the following courses during at least 3 semesters. Grades for BA 597 – 599 are CR or NC only.

BA	510	DBA Dissertation Seminar	3
BA	597	DBA Dissertation I (advisor / topic selection, data collection)	3
BA	598	DBA Dissertation II (data analysis and interpretation)	3
BA	599	DBA Dissertation III (dissertation preparation and defense)	3

Total Required for the DBA Dissertation .... 12 Units

Dissertation Research Seminars and Library Fee
Students in the dissertation stage of matriculation for the DBA degree must maintain satisfactory status with the University and are required to enroll in the sequence of doctoral dissertation courses needed for the development and completion of the dissertation. Special fees are established to students entering this phase of the DBA program and will apply to all the dissertation sequence courses. Due to extended use of the library resources and required membership in the University of California library system, the DBA Dissertation Library Fee of $100 (as of Fall 2014) per semester is imposed on the students during the research stage of the program.

Dissertation Style Standards
Unless an advisor indicates otherwise, students should conform to the APA style (www.apastyle.org) for citing references and formatting his or her dissertation. The style requirements for the DBA dissertation are basically the same as those for the MBA research project (BA 399). The *MBA Thesis Manual* (pdf) is available for download from the LU website:
http://www.lincolnuca.edu/studentlife/researchassist

A)	After determining who your dissertation advisor is, it is necessary to meet with him or her and arrange for a research topic suitable to your interests. DO NOT DO THIS ALONE; you must do this with your advisor, benefiting from his/her assistance and approval.

It is expected and you should, all during these "research" semesters, be in frequent contact with your advisor, meeting at least once every two weeks. E-mails and telephone discussions are useful, but your written progress should be seen by your advisor and such work discussed face-to-face, as you both examine written materials.

The research does not have to test hypotheses; it can be exploratory or normative research, or it can be descriptive. It <u>must</u>, however, follow the topical sequence set forth in part "C" below. And it should involve a comparison of some sort.

Any departure from this firm requirement must be approved by your advisor and by the Program Director, preferably <u>early</u> in the semester.

B) You will next have to compose an Outline based on the sequence listed in part C below. Your advisor can assist you on this, as it will represent your full plan for completing the dissertation. At this point in your progress, a copy of this Outline must be given to the Program Director.

C) Listed below is the sequence which all dissertations must follow, regardless of field of study, and which will form the basis of your Outline, each one standing as a separate section or chapter of your research report (dissertation):

I.   Introduction
    a.   Statement of the Problem
    b.   Purpose of the Study
    c.   Delimitations (not "limitations")
    d.   Definitions of Terms

II.   Review of Literature (Studies, other related research, parts of journal or newspaper articles, parts of books, etc., which relate to your research topic)

III.   Research Design, with supporting rationale (Any questionnaire form would be included here)

IV.   Collection of the Data

V.   Report of Findings (only). Comparisons shown here

VI.   Analysis of Findings. Comparisons evaluated here only

VII.   Conclusions (and Recommendations, if desired)

VIII.   Bibliography (This would also include references of newspaper articles, dates of telephone or personal conversations with subjects and/or relevant experts, etc.)

IX.   Appendix (Maps, charts, diagrams, reprinted copies of relevant articles from newspapers, books, etc.)

All students should know this sequence and its importance. Skipping or avoiding the sequence, or ignoring parts of it in the dissertation's final form on the day of presentation will result in the presentation being only a "presentation" and not a defense of research. No grade will be given until the work is re-written according to the above sequence.

D) Once a dissertation has been accepted by an advisor, the advisor will email it to LU Library. The library will then submit the paper to www.turnitin.com, which will process it and produce an "Originality Report". Before giving final approval, the advising professor will review the Originality Report to confirm that the content is original or has been properly cited.

E) Upon final approval, the advising professor is to arrange the presentation date with the Records Office. Inform the Records Office at least **two weeks** prior to the date you want to present your research. If much delay occurs, the effort can be continued on into a succeeding semester by registering then for one credit hour.

F) When your presentation schedule is arranged, you will have to prepare a total of **seven copies** of your dissertation of the final version; **five of them should be submitted to the Records Office as soon as possible**, and bring the other two copies on your presentation day.

Upon passing the dissertation defense, you are responsible for providing LU Library with two hard copies and an **electronic copy** (via email, CD or flash drive) of your dissertation for archival purposes.