

## **SUGGESTED GUIDELINES FOR DOCTORAL DISSERTATION ORAL DEFENSE**

### **Supervisory Committee Guidelines**

1. Introductions
2. Overview of Process to be followed
  - a. 30-40 minute presentation by candidate
  - b. Questions from Committee
  - c. Questions from guests
  - d. Excuse candidate/guests to process/sign/grade
  - e. Invite candidate back
3. Ask candidate to present 20-30 minute overview of dissertation; announce title.
4. Following the presentation, invite questions from Committee Members.
5. Invite questions, comments from guests.
6. Excuse candidate and guests so Committee can process.
7. Discuss as a Committee, sign papers with black ink, agree on grades.
8. Call candidate back into room.

### **Student Guidelines**

1. Do not attempt to cover your entire dissertation. Highlight each section and summarize for the audience the major points derived from literature review.
2. Share some data with the audience, but do not overwhelm them with lots of numbers. Demonstrate your ability to understand and present patterns and trends associated with the dissertation topic.
3. Attend other doctoral student presentations to familiarize yourself with the process.
4. Treat this presentation as a professional conference session.
5. Practice!!!

### **Student Preparation of Materials**

1. Be concise and stay focused, using overheads or a computerized presentation. The process of preparing materials for the defense of your dissertation is similar to that used in publishing a paper. It may take several drafts to accomplish your purposes. Plan for this!
2. This presentation requires you to integrate a great deal of material. Preparing an outline to guide your efforts will be most helpful. Think about transitions that are necessary to bring your presentation together.
3. Preparation of outlines for the audience, as well as overheads, will strengthen your presentation.
4. Bring the required original copies of each required form.

### **Student Delivery**

1. Be confident and concise.
2. Don't worry if you can't answer all questions. Some issues can be re-framed as future research agenda.