



UNIVERSITY OF CENTRAL FLORIDA

TEXTS & TECHNOLOGY, PH.D.

COLLEGE OF ARTS & HUMANITIES

T&T Beginning-of-Dissertation

Cheat Sheet

Welcome to dissertation! Congratulations on passing your candidacy exam. Here are your next steps:

Form a committee

- Your committee can be comprised of the same faculty that served on your candidacy committee, or they can be different.
- Choose your Dissertation Chair from the core T&T faculty, matching as closely as possible your research interests with a faculty member's research specialties. Usually this is the same person who served as your exams chair, but if your needs have shifted, you can change.
 - By university policy, a faculty member is only eligible to be chair if they have served on another thesis or dissertation committee to completion.
 - By T&T policy, a faculty member chairing a UCF dissertation for the first time must have a co-chair who has successfully chaired a UCF dissertation to completion.
 - If a faculty member is in doubt regarding their eligibility, please contact the T&T administration for clarification.
- Committees consist of at least four members who are approved members of the UCF Graduate Faculty or Graduate Faculty Scholars. At least three members must be Texts & Technology Graduate Faculty, one of whom must serve as the chair of the committee.
- You will also need a fourth member who is from outside the College of Arts & Humanities. They can be from UCF, from another institution, or from industry. External members should be chosen in consultation with your chair, and appropriate to your career goals.
 - If your member is from outside of UCF and has not served on a UCF dissertation before, they will need to be nominated as a Graduate Faculty Scholar.
 - Not all external faculty or industry mentors are eligible, so be sure to [review the guidelines](#).
 - All members must be approved before submitting the dissertation committee form, and approval takes time to process. Start this process no later than four weeks before the last day of classes of the semester before you intend to begin dissertation.
 - Start by emailing the Texts & Technology office (TandT@ucf.edu), enclosing the proposed external member's CV.
- All dissertation committee members, including outside readers, must hold a PhD or another relevant terminal degree.
- Once committee members have agreed to participate, please submit the [Dissertation Committee Dynamic Form](#) for them to sign.

Register for dissertation hours

- Students cannot register for dissertation credit (ENC 7980) until the semester after they have successfully completed the candidacy examination.
- Complete a [Restricted Registration Dynamic Form](#) for a minimum of 3 credits of ENC 7980, graded S/U.
 - Students on assistantships should usually register for more hours to ensure that all 15 hours are complete by the end of their assistantship.
 - Dissertation research is considered a full-time effort, and post-candidacy enrollment in at least 3 credit hours of ENC 7980 constitutes full-time graduate status.
- On the form, near the middle, is a box in which you must list what you hope to accomplish during the term for which you are registering (e.g. complete and defend dissertation prospectus). This box cannot be left empty! See the attached sample form.

- This form, once signed by your chair, comes back to the T&T office so that Carla can register you.
- Each term, you must complete this form.
- Doctoral students who have passed candidacy and have begun taking doctoral dissertation hours (ENC 7980) must enroll in dissertation hours each semester (including summers, without skipping a semester) until completion.
 - Once you have completed 15 hours, you may decrease enrollment to 1 hour.
- Students who need to interrupt their dissertation work for extenuating circumstances must submit a [Leave of Absence Dynamic Form](#) to the College of Graduate Studies. The form must be submitted and approved before the first day of classes for the term of non-enrollment.

Write a prospectus

- It is expected that a T&T student will develop a prospectus during the first semester enrolled in ENC 7980 Dissertation Research
 - Students are required to submit and defend a written dissertation proposal during the first year in dissertation.
- Your dissertation will explain and defend a significant original contribution to the field of Texts and Technology. It may be of a theoretical, historical, or project-based nature, but must meet academic standards of rigor, scholarship, relevance, and excellence.
- For projects with a digital component, the student will negotiate the scope of the project / digital component vs. the scope of the text component that is appropriate to the project with the dissertation committee as part of the prospectus process.

Defend your prospectus

- Approximately 6 weeks prior to the end of the semester in which the student proposes finalizing the prospectus, they should circulate the draft prospectus to each member of their committee for comment.
- Committee members should provide feedback/notes to the student in writing within two weeks of receiving the draft prospectus.
- The student should revise the prospectus and resubmit it to committee members approximately 3 weeks prior to the intended defense.
- After submitting the revised prospectus, the student should schedule a time to discuss the prospectus with the entire committee at a meeting arranged by the student in consultation with their Dissertation Committee chair.
- All members vote on acceptance or rejection of the dissertation proposal. The proposal must be approved by a majority of the committee.

IRB

- After defending your prospectus, it is appropriate to file with the IRB. If your dissertation involves living humans in any way, you must either file an IRB protocol (if you are interacting with them) or file for Not Human Subjects designation (if you are not interacting with them).

You've passed one big milestone on the way to your PhD, and now you're ready to really get into it. Congratulations again, and good luck!