# International Institute of Clinical Sexology



Dissertation Criteria

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#### Introduction

The International Institute of Clinical Sexology (IICS) has established this doctorate degree for working professionals with practical experience in their fields. This doctoral program will increase their knowledge, further their careers, and advance their professional identities into higher positions of credibility, leadership, and influence. The coursework and research allow students to connect existing theories with practice.

The primary purpose of a doctoral dissertation is to train the student in the processes of scholarly research and writing under the direction of members of the doctoral program faculty. The dissertation will contribute original research to the field. After the student has graduated and the work is published, it serves as a contribution to human knowledge, useful to other scholars and perhaps even to a more general audience.

The purpose of a doctoral project is similar to the dissertation, but has a more practical application. The project will focus on the implementation of a therapeutic intervention, with research supporting the need.

The International Institute of Clinical Sexology (IICS) has established standards that dissertations and projects must meet before receiving final approval as fulfillment of graduate requirements. This publication sets forth those standards. Some of these requirements are purely technical; others have been established to ensure that certain vital information is presented in an orderly, uniform manner. The requirements in this manual apply to all IICS dissertations and projects. Be careful if using another dissertation as model for your own, as it may not adhere to IICS requirements. This guide is revised from time to time and you must meet current requirements. You have a fair amount of discretion with regard to style, but you must be consistent in format throughout. The work should be written in clear, grammatically correct English, with words spelled and divided correctly and punctuation standard and appropriate. The text should be proofread and free of typographical errors. The formatting will adhere to American Psychological Association (APA) standards.

Students will have two years to complete the Dissertation or Doctoral Project, which is worth 24 credits. The research will be an extension of the Specialty Concentration, unless otherwise requested and approved by the IICS Director, and they will work with committee members who are experienced in that area. Course Content will include

- 1) comparison of research methods in the social and behavioral sciences;
- 2) analysis of specific research on epidemiology, etiology, and treatment efficacy;
- 3) benefits and limitations of research:
- 4) application of the scientific process in applied research.

Students will formulate an original hypothesis and methodology to implement a research project, conduct the research study, and write a dissertation of their findings. All students will work with a three-person committee with at least one committee member being on the IICS Board.

Students may begin the Dissertation or Doctoral Project simultaneously with the educational tracks.

## **Getting Started**

Most research begins with a question. Think about which topics and theories in which you are interested and about what you would like to know more. Think about the topics and theories you have studied in your program. Is there some question you feel the body of knowledge in your field does not answer adequately?

Once you have a question in mind, begin looking for information relevant to the topic and its theoretical framework. Read everything you can--academic research, trade literature, and information in the popular press and on the Internet.

#### **Proposal**

As you become well informed about your topic and prior research on the topic, your knowledge should suggest a purpose for your thesis/dissertation. When you can articulate this purpose clearly, you are ready to write your proposal. This document specifies the purpose of the study, significance of the study, a tentative review of the literature on the topic, its theoretical framework (a working reference page should be attached), your research questions and/or hypotheses, and how you will collect and analyze your data (your proposed instrumentation should be attached). The proposal itself should be in as polished form as possible, using APA journal article style. A typical proposal will not exceed 30 pages (excluding appendices), but the length should be sufficient to cover the steps detailed below.

- 1. Describe the general context. How does the area of study fit into broader issues, and why are they significant? The review of literature starts here.
- 2. Describe the particular area in detail. This section should state the need for research in the area.
- 3. Pose the specific research question, and hypothesize the results that will be found.
- 4. Describe the proposed methodology, including all important details: what needs to be controlled for, what kind of data analysis will be used, etc. Give information on the characteristics of subjects to be recruited. Any pilot data should be included here. The proposals in the methods section should be *specific*, rather than options; it is recognized that many changes may happen in the prospectus meeting, but committee members need to be given the student's best ideas rather than several avenues that could be taken. Include as an appendix copies of any measures planned.

### **Proposal Requirements**

The following topics usually will be included.

## Chapter I. INTRODUCTION.

- A. A broad introduction to the dissertation topic and the research method (page or two).
- B. Research problem: State this broadly in question form. Present sub-questions and explain carefully. In one sense, usually the problem is to expand the body of knowledge examined in the literature review.
- C. Need for the research: Who will benefit? Discuss applied and scientific contributions.
- D. Nominal definitions: Define central terms.
- E. Context: Add more in depth information to clarify the research problem.

## Chapter II. THEORY.

Literature review. Organize by idea; avoid stringing together abstracts of articles.

- A. Overview: Theoretical foundations.
- B. Literature: Group articles by ideas. For a given idea, first discuss common strands in the literature, then departures.
- C. Model: Of a process, usually. Based on the lit reviewed.
- D. Hypotheses (in broad sense of the term; also called Propositions): For each, give brief restatement of justification tied to earlier sections; explain derivation and implications. Include assumptions. Explicitly state plausible rival hypotheses (explanations of process) of a substantive nature.
- E. Scope of the study: Theoretical assumptions; discuss limitations they impose.

## Chapter III. METHODS.

Outline in a few pages.

- A. Introduction: General description of method and design.
- B. Design: Experiment, quasi-experiment, survey, and so forth. Detailed description.
- C. Sample: Universe, population, element, sample design, tolerance, probability.
- D. Measurement: Operational definitions. Include, as applicable, detailed discussion of indexes/ scales. Specify methods used to assess validity and reliability.
- E. Analysis: Techniques to be used and the justification. Nature of relationships expected (e.g., asymmetrical, symmetrical, reciprocal; linear, monotonic, other curvilinear; necessary, sufficient, necessary and sufficient). Include dummy tables and worked examples of statistics.
- F. Validity. Design: Internal and external, with relevant subtypes.
- G. Methodological assumptions: Discuss limitations they impose.

#### APPENDICES.

- A. Schedule. In Gantt Chart form.
- B. Facilities. Faculty and staff expertise, library and computer resources, other special facilities contributing to a successful study.
- C. Budget.
- D. Bibliographic essay. Sources searched (indexes, abstracts, bibliographies, etc.). Strengths and weaknesses of literature.
- E. Other Data

#### Committee

At this point, you will need to recruit three committee members (if you haven't done so already). At least one committee member needs to be from the IICS faculty and the other two, if not from the IICS faculty, need to be approved by the IICS Director after submission of a curriculum vitae. You will present your proposal to the committee at least two weeks in advance of a preliminary meeting. The purpose of this meeting is to refine your plans, if needed, and to make explicit expectations for completion of the dissertation or project. At the completion of this meeting, you will submit a memo to your committee members summarizing what was agreed upon during the meeting. The purpose of this process is to help you design the dissertation. The committee is to be constructive and to help you catch any mistakes at an early stage. Students who do not seek approval at an early stage in dissertation research run the risk that much time spent gathering data will not be useful for the dissertation.

Once your instrumentation is developed, you need to clear it and your informed consent protocol with your committee before proceeding.

The next steps are collecting and analyzing data, writing up the findings, and composing the final chapter. You also should make sure Chapters 1 and 2 are now fully developed. Your chair and committee members provide guidance as needed at this point but expect you to work as independently as possible.

You should be prepared to hire assistance with coding and data entry and analysis if needed.

#### Writing

Each dissertation or project is unique but all share several common elements. The following is not an exact guide but rather a general outline.

### **Chapter 1: Purpose and Significance of the Study**

In the first chapter, clearly state what the purpose of the study is and explain the study's significance. The significance is addressed by discussing how the study adds to the theoretical body of knowledge in the field and the study's practical significance for healthcare professionals in the field being examined.

Ph.D. students also must explain how their research makes an original contribution to the body of knowledge in their discipline. They should also address the significance of the study for healthcare professionals.

It is especially critical that this chapter be well developed. Without a clearly defined purpose and strong theoretical grounding, the dissertation is fundamentally flawed from the outset.

IICS will allow alternatives to original research such as Program Development, Books and other approved projects, which constitute the doctoral project.

## **Chapter 2: Review of the Literature**

The purpose of the study should suggest some theoretical framework to be explained further in this chapter. The literature review thus describes and analyzes previous research on the topic. This chapter, however, should not merely string together what other researchers have found. Rather, you should discuss and analyze the body of knowledge with the ultimate goal of determining what is known and is not known about the topic. This determination leads to your research questions and/or hypotheses. In some cases, of course, you may determine that replicating previous research is needed.

For the purpose of a doctoral project, your literature review will support the need and basis of the project you wish to implement, as well as guide the evaluation of the results.

## **Chapter 3: Methodology**

This chapter describes and justifies the data gathering method used. This chapter also outlines how you analyzed your data. Begin by describing the method you chose and why this method was the most appropriate. In doing so, you should cite reference literature about the method. Next, detail every step of the data gathering and analysis process. Although this section varies depending on method and analysis technique chosen, many of the following areas typically are addressed:

- description of research design
- internal validity
- external validity
- description of population and description of and justification for type of sample used or method for selecting units of observation
- development of instrument or method for making observations, (e.g., question guide, categories for content analysis)
- pre-test reliability and validity of instrument or method
- administration of instrument or method for making observations, (e.g., interviews, observation, content analysis)
- coding of data
- description of data analysis
- statistical analysis and tests performed
- identification of themes/categories (qualitative or historical research)

### **Chapter 4: Results**

This chapter addresses the results from your data analysis only. This chapter does not include discussing other research literature or the implications of your findings.

Usually you begin by outlining any descriptive or exploratory/confirmatory analyses (e.g., reliability tests, factor analysis) that were conducted. You next address the results of the tests of hypotheses. You then discuss any ex post facto analysis. Tables and/or figures should be used to illustrate and summarize all numeric information. For qualitative and historical research, this chapter usually is organized by the themes or categories uncovered in your research. If you have conducted focus groups or interviews, it is often appropriate to provide a brief descriptive (e.g., demographic) profile of the participants first. Direct quotation and paraphrasing of data from focus groups, interviews, or historical artifacts then are used to support the generalizations made. In some cases, this analysis also includes information from field notes or other interpretative data (e.g., life history information).

## **Chapter 5: Discussion**

The purpose of this chapter is not just to reiterate what you found but rather to discuss what your findings mean in relation to the theoretical body of knowledge on the topic and your profession. Typically, students skimp on this chapter even though it may be the most important one because it answers the "So what?" question.

Begin by discussing your findings in relation to the theoretical framework introduced in the literature review. In some cases, you may need to introduce new literature (particularly with qualitative research).

This chapter also should address what your findings mean for healthcare professionals in the field being examined. In other words, what are the study's practical implications?

Doctoral students also should discuss the pedagogical implications of the study. What does the study suggest for sexuality education? This chapter next outlines the limitations of the study. Areas for future research then are proposed.

The dissertation ends with a brief conclusion that provides closure. A strong final sentence should be written.

#### **Finishing**

The defense is scheduled when the dissertation has been completed successfully. A quality dissertation takes about nine months to a year to complete.

Do not expect your chair or committee members to copy edit your dissertation. Before turning in any drafts, you should carefully edit and spell check your work. Editing occurs at two different levels at least. Micro editing involves correcting spelling and grammatical errors. It also involves

checking for proper paragraph and sentence structure, consistent use of terms, and variety in word choice. Macro editing assesses the overall structure of the thesis. This includes making sure each chapter flows logically from the previous chapter, headings and subheadings are used properly and consistently, and transitions are included between major topics. Macro editing also determines whether any parts of the thesis need to be streamlined or expanded. In some cases, it may be necessary for you to hire a professional editor.

## **Submission Requirements**

Electronic submission of the final dissertation is a requirement. Both the format review and final copy must be submitted online in pdf format.

#### **Deadlines and Format Review**

Leave time for the chair to read your completed dissertation at least twice before giving it to your committee members. Don't expect to submit the completed dissertation for the first time to the chair and defend in the same or following week. Also, it is customary to give the dissertation to committee members at least a week before the defense.

Every dissertation must be reviewed and approved by the Dissertation Committee. There are no exceptions.

## **Signatory Page**

A signed signatory page with the original signatures needs to be submitted to the IICS Director's Office. The signatures on the signatory page indicate that the dissertation is approved as a complete and final work requiring no further alteration. In addition to the committee members, either the program head or program director must sign the signatory page. Do not list the same person more than once on the signatory page. If the sharing of roles leaves you with less than the required number of signatures, an additional member must be added.

#### **Style and Technical Specifications**

Please submit Dissertation using exclusively APA 6<sup>th</sup> edition format. The Font shall be Times New Roman with a size of 12pt.

#### **Special Formatting**

In academic areas where research is published in the form of journal articles, the author may wish to have the format of the thesis or dissertation approximate that of a manuscript to be submitted for journal publication. With minor exceptions, this purpose can generally be accomplished within the bounds of the requirements set forth in this guide. The main body of the dissertation, for example, may be relatively brief, with such sections as the review of literature placed in an appendix. Tables and figures whose importance to the text is tangential may also be handled as appendix material, or the thesis/dissertation may consist of chapters that are essentially separate journal articles.

## Copyright, Authorship, and Proquest

Copyright is legal protection of intellectual property—in this case, your dissertation. This protection, in accordance with the U.S. Copyright Act of 1976, begins automatically as soon as a work is created. It is up to you to decide if you wish to maintain or register your copyright; IICS has no requirement that you do either. Copyright ownership means that you have the exclusive right to print, reprint, copy, sell, and prepare derivative works based on your work. Copyright law protects an author against infringement of these rights. There are, however, limitations on your exclusive right:

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### **Materials Copyrighted by Others**

You do not need permission to use works in the public domain (works on which a copyright never existed or on which copyright has expired), but you must acknowledge such works and provide an appropriate citation. To determine if a work is in the public domain, go to http://www.copyright.cornell.edu/resources/publicdomain.cfm. If you use copyrighted works, refer to section 107 of U. S. Copyright law, otherwise known as the fair use doctrine, to determine if the amount and type of work used requires you to obtain permission. Below is the applicable language:

The fair use of a copyrighted work, including such use by reproduction in copies or by any other means specified by that section, for purposes such as criticism, comment, news reporting,

teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

- 1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- 2. the nature of the copyrighted work;
- 3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- 4. the effect of the use upon the potential market for or value of the copyrighted work.

All four factors must be considered when conducting a fair use analysis. The Fair Use Checklist is an excellent tool in making a fair use determination: available at http://copyright.columbia.edu/fair-use-checklist. Again, you must acknowledge the source of the copyrighted material. If the use does not qualify as a fair use, you may not include the material without written permission of the copyright holder. ProQuest will also examine your use of copyrighted work in your dissertation. If extensive use of copyrighted material is found, ProQuest will expect to find a letter from the copyright holder granting permission. If not, ProQuest will write to you and request such a letter. Unless you obtain permission to film and sell the material, ProQuest will delete the material in question when filming copies for sale to the public. Obviously, fair use is both a privilege and a source of confusion. For additional information, you may contact the ProQuest/UMI Copyright Unit at 1-800-521-0600, ext. 3887 or visit their website at <a href="https://www.proquest.com">www.proquest.com</a>.

#### **Letters of Permission**

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#### **Oral Defense**

After all of the committee members have approved the dissertation (i.e., signed the dissertation sign-off sheet), the oral defense will be officially scheduled by the Director's Office. The date of the oral defense will be at least two weeks after the date of final dissertation approval by all members of the committee. This delay is to allow time for the defense date to be adequately posted and to allow arrangements for a post-defense reception to be made. The dissertation abstract will also be posted along with the title and time of the dissertation defense.

The defense begins with a 15-20 minute description of the dissertation work. This presentation should be practiced, as it is considered formal; audio-visuals and other aids may prove indispensable. The presentation is followed by formal and extensive questioning by each committee member. The moderator may allow questions from the audience, as well. The candidate and guests are then excused, and the committee members plus any other faculty members wishing to do so will vote. A 2/3 majority of all faculty members voting at the oral defense will be required to pass. At this point the original dissertation committee members sign the Dissertation Approval Certificate, which must be submitted to the registrar with the bound dissertation.

Be prepared for revisions after the defense.

It is customary to provide your chair and committee members with a bound copy of the final version of the dissertation or project.

## **Dissertation Binding Instructions**

#### A. Binding

- 1. Red hard cover stitched not perfect binding
- 2. The title of dissertation, your name, International Institute of Clinical Sexology, and the year of graduation go on BOTH the cover and spine of the bound volume, in all caps.
- 3. Lettering on cover and spine **must** be in gold
- 4. The approval page must contain original signatures, not photo copies.

#### B. CD

- 1. A CD with the pdf version of your dissertation must be submitted as a condition of graduation
- 2. The pdf will be in the online library of IICS.

#### C. Copyright

Your copy rights go into effect as soon as the dissertation is placed in the IICS online library. There is no legal reason to copyright it with the copyright office unless you wish. Do not place a copyright symbol on dissertation as this is redundant and not required to copyright the dissertation.

## How to Calmly Complete a Dissertation: Segmenting, Scheduling, and Rewarding

Begin with choosing a topic that is of deep interest to you, so you will maintain enthusiasm throughout the research and writing process.

Once you've picked an interesting topic, what can you do now to improve your chances of finishing the thesis in a timely fashion? Find a special place and a scheduled time to write. Make it a place where you can spread out papers and get messy. Get everybody to agree that you don't have to clean it up until the thesis is done and that you will not be interrupted.

Then, use three techniques that have helped generations of students: segmenting, scheduling, and rewarding. Segment the whole thesis into small chunks. Tackle just one at a time. Avoid fixating on doing the entire thesis all at once. Instead, focus clearly on just one small piece at a time.

The main segments have already been defined for you by chapters. Now you need to segment the tasks for each chapter. Begin with Chapter 2: Review of the Literature. You already have an idea of what you want to study, so the next step is to review the literature on your subject. This will allow you to narrow and refine your ideas, as well as to see what has been done and how you can build on it. As you read the literature, write down key ideas and use different color highlighting to help you easily return to those ideas in specific articles. At some point, you will be able to form your hypothesis, which will drive the rest of your research.

Once you have clarified your topic, you can go back to Chapter 1 and write out the purpose and significance of your study. Now you can write an outline for the rest of the dissertation, including how you will complete each chapter. Review this with a committee member.

Schedule your dissertation writing for three days a week. (The days don't have to be consecutive.) Plan on completing one small subsection each day. After finishing the writing each day, research those nagging minor points that cropped up while you were writing – find the exact spelling of a name, for example, when it's been cited differently by your sources, or check out the correct pages numbers for an article. On the fourth day of the week, rewrite the three sections you finished most recently. Make sure that you have polished each section to a shimmering brilliance before copying it for supervisory committee members.

On the fifth day, you will deliver your completed subsections to a committee member for review. You can alternated members as you go for varied input. Make appointments for consultation with experts whose help you need, and take care of all those other time-consuming chores.

Now comes the crucial technique. To many dissertation writers, the actual writing looms as the hardest part. Such students may be able to breeze through a newspaper article or TV script with no problem, but a hundred-page manuscript blocks them like a ten-foot granite wall across the path. You can make that wall crumble in front of your eyes – by rewarding yourself.

Find something that gives you pleasure. Make it small, easy, inexpensive. Then, at the end of each day's writing, treat yourself! Tell yourself that you've done well! Acknowledge your progress to yourself! Feel good about it all!

- Some treats: M&M candies.
- Soaking in the tub.
- A phone chat with a friend.
- A donut.
- A five-mile run.

Find something you enjoy. It'll help.

Proceed again to Chapter 2 and complete writing the literature review. Keep your hypothesis in mind so you build the foundation. Many students load too much distracting information into this section and then have to spend time paring it down.

Chapter 3 involves methodology. Find a committee member to work with you on you design, instrumentation, engaging a sample population, and statistical analysis. Now have fun doing your original research!

In chapters 4 and 5 you write up your results and discuss. Stick to your writing schedule and refer back to your literature review so your discussion is in context with and builds on other research. Include suggestions for future research.

Submit to your editor and when it is technically perfect, present it to your committee!

## **Assessment Criteria for Dissertation Proposals and Outline**

The following are the basis on which marks are awarded:

#### 0 - 29.

A mark in this range is indicative that the dissertation outline is far below the minimum standard expected.

This indicates an extremely weak dissertation outline that is well below the minimum standard expected of doctoral level work. This will be due to one or more of the following problems: the dissertation outline is far too brief, very poorly organized and incoherent in content; or it completely fails to address the issue, topic or theme under discussion. The dissertation outline will fail to identify objectives or a rationale for the proposed project, will not establish a framework for the research to be conducted, will exhibit minimal evidence of knowledge or understanding of relevant material, and may contain major factual errors.

#### 30-49.

A mark in this range is indicative that the dissertation outline is below, but at the upper end of the range is approaching, the minimum standard expected.

This indicates a weak dissertation outline that is below the minimum standard expected of doctoral level work. This will be due to one or more of the following problems: the dissertation outline is too brief, poorly organized and incoherent in content; or it largely fails to address the issue, topic or theme under discussion. The dissertation outline may fail to identify objectives or a rationale for the proposed project, may not establish a frame work for the research to be conducted, may exhibit minimal evidence of knowledge or understanding of relevant material, and may contain major factual errors.

#### 50 - 59 (Pass)

A mark in this range is indicative that the dissertation outline is of an acceptable to satisfactory standard at the doctoral level.

A dissertation outline of this quality will identify a project, show some knowledge and understanding of relevant literature, and include some basic information on research design. However, the objectives and rationale for the proposed research, including any research questions, hypotheses or arguments, may lack clarity or coherence. The proposed research will not be clearly contextualized in relation to existing literatures, whether theoretical or empirical. Research design, method and sources, and the proposed chapter structure for the dissertation, may lack coherence or precision. There may also be some factual errors, and a lack of critical engagement with relevant literatures, issues or topics being analyzed.

#### 60-69

A mark in this range is indicative that the dissertation outline is of a good to very good standard. A dissertation outline of this quality will identify a project, show a good level of knowledge and understanding of the material covered, and have a coherent research design. The objectives and rationale for the proposed research, including any research questions, hypotheses or arguments, will be clearly identified and coherent. The proposed research will be contextualized in relation to existing literatures, whether theoretical or empirical. Research design, method and sources,

and the proposed chapter structure for the dissertation, should be clearly established. There should be clear evidence of critical engagement with relevant literatures, issues or topics being analyzed.

#### 70-79

A mark in this range is indicative of an excellent dissertation outline.

A dissertation outline of this quality will exhibit excellent levels of knowledge and understanding comprising all the qualities of good work stated above, with additional elements of originality and flair. The work will demonstrate a range of critical reading that goes well beyond that provided on reading lists.

The outline will contain a clearly presented and original research design and methodology. It will be fluently written and exhibit independent thinking and awareness of the nuances of the proposed topic.

### 80-100.

A mark in this range is indicative of an outstanding dissertation outline.

Marks in this range will be awarded for dissertation outlines that exhibit all the attributes of an excellent outline but have very substantial elements of originality and flair. Marks in this range will clearly indicate promise for a dissertation of a publishable academic standard.

# APPENDIX A

# **ACCESS PERMISSION PAGE**

Name of Student	
E-mail address(s)	
•	ne necessary permission for copyrighted material ne document be placed in the IICS online archives
	e worldwide access to the entire work beginning ate for the majority of dissertation submissions in k available to the public.
Access restricted to individuals having a valid the entire work beginning immediately after of	S ONLY) FOR A PERIOD OF TWO YEARS*—d IICS Access Account. Allows restricted access of degree conferral. At the end of the two- year period, Access. Intended for use by authors in cases where mise its acceptance for publication.
DEVELOPMENT— Restricts the entire work of the two-year period, the status will automate option requires that an invention disclosure (I	D OF TWO YEARS FOR PATENT k for patent and/or proprietary purposes. At the endutically change to Open Access. Selection of this (D) be filed with the Office of Technology the final dissertation, and confirmed by OTM and
Confirmed	
Signature of Student	Date
We accept and approve the dissertation distribution as indicated.  IICS Director Print name	on of the student named above and agree to
Signature	Date
Dissertation Chair Print name	
Signature	Date
Committee Member Print name	
Signature	Date
Committee Member Print name	Date
Signature	Date

# APPENDIX B

# DISSERTATION APPROVAL CERTIFICATE

This dissertation, written by	, and
entitled	, having
been approved in respect to style, accuracy, and in Committee.	itellectual content by the Dissertation
The dissertation is therefore accepted in padegree of Doctor of Philosophy.	artial fulfillment of the requirements for the
	Date
Committee Chair Carol L. Clark, Ph.D., LMHC, CAP, CST President and Director IICS	
Committee Member	Date
Committee Member	Date