



# THE FLETCHER SCHOOL

TUFTS UNIVERSITY

## Dissertation Statement of Intent

**Directions for student:** Complete form within 3-6 months of passing comprehensive exams. Obtain signature of proposed dissertation chair and suggest names of other potential committee members. Return form to the Director of the PhD Program.

The purpose of this form is not punitive, but rather intends to help initiate meaningful student – adviser contact and its aims are threefold: a) it will help you to seriously start planning for what you need to do to prepare yourself for dissertation research and writing post coursework (or maybe need to take more coursework), b) it will also enable you to initiate closer contact with your adviser/future dissertation committee members and to solicit their input and help in choosing courses, methodology/ies to use, etc., and c) it encourages faculty members to play a closer role in helping prepare students for dissertation research and writing and to provide suitable advice during the research and writing phases. Note in Part III below that this document is not set in stone but rather can be revised at any time by student or committee member in conjunction with student

**Student:**

**Email:**

**Proposed Dissertation Title:**

**Proposed Dissertation Chair/Committee** (pending approval by PhD Committee)

**Name** (please print)

**Signature** (indicates that you have read Statement of Intent and are in agreement with its contents)

**Email**(if not@tufts)

1. \_\_\_\_\_  
(Proposed Chair, a member of the Fletcher Executive Faculty)

Please also list (no signature required, but optional) potential members of your dissertation committee:

2.

3.

4.

**STUDENT SIGNATURE**

**Date**

\_\_\_\_\_  
Signature of Director of PhD Program

Date \_\_\_\_\_

## **PART I: Letter of Intent (4 page maximum)**

The contents of the Letter of Intent are as follows:

- A description of the significance of the research project (one page max)
- The specific aims of the dissertation research (one-half page max)
- A brief description of the methods to be used. The student must demonstrate that s/he has or will have expertise in the methods or that s/he has direct access to individuals with the required expertise. A statement of the feasibility of the methods should also be included (one page max)
- The logistics and schedule/time line of the proposed research (one-half page max)
- Budget for project, including funds for supplies, equipment, travel costs. State source of funding (1/2 page)

## **PART II: Statement of Student's Independent Intellectual Contribution (1 page max)**

The student should provide a statement of his or her independent intellectual contributions to the dissertation research. This is defined as a substantial, direct, intellectual contribution to the conception and/or design of the research – such as input in the development of the study hypothesis, design of study, development of study procedures or methodology, unique settings for use of existing methodology, or responsibility for independent analysis and interpretation of results. This statement should be read and approved by all those whose names are submitted as potential committee members.

## **Part III: Statement of Preparedness for Dissertation Research (3 page maximum)**

This statement should describe how the student is prepared to carry out the proposed research. The student is not required, or even expected, to possess all of the necessary skills from the outset. This statement simply documents the additional skills that the student is expected to acquire during the course of the research. The proposed members of the dissertation committee should discuss this statement with the student when they meet, and the statement should be modified if necessary, and approved unanimously by the committee. The student or any member of the committee may ask that the statement be modified at any time during the course of the research, particularly when a substantial change in the research is proposed. The statement should include information on your preparation for dissertation research as follows:

- Mastery of specific content areas: describe the areas the research will take place in and your preparation to date and need for further preparation (coursework, field experience, etc.)
- Protection of Human Subjects/Institutional Review Board approval. State whether you have applied for IRB approval (and rec'd it) or when you intend to apply. See [www.fletcher.tufts.edu/irb](http://www.fletcher.tufts.edu/irb) for more information.
- Methodology/ies used and data collection: Describe the methodology that will be used for data collection, including both quantitative and qualitative methodologies. Describe your experience with these techniques and any additional training you might need to become proficient in these methods.
- Data management procedures: Describe the procedures for recording and managing the data generated during your research (e.g., creation of files that will be used for statistical analysis, for recording survey results, etc.) Describe your experience with these methods and if additional training is needed, describe how you intend to become proficient (coursework, seminar, independent study). If the research will rely on previously produced data files, state that.
- Statistical analysis techniques: Describe in detail any qualitative and quantitative procedures by which your data will be analyzed and describe your experience with these methods. If additional training is needed, describe how you will obtain it (coursework, independent study, work with committee).