Course Syllabus

Course Description

Presents the milestones necessary to complete the dissertation or research project. The milestones begin with the concept paper and culminate with the defense of the dissertation or research project.

Note: Doctoral students will complete DBA 9307 through DBA 9310. Additional Dissertation Research project courses may be required to complete all milestones in the program. Doctoral Research courses will continue in sequential order, as needed, beginning with DBA 9311 and so forth until the study is approved for defense.

Course Learning Outcomes

The CSU Dissertation Research course outcomes represent components necessary to complete the dissertation or research project. Course learning outcomes throughout the milestone process include the following:

1. Apply foundation concepts of research.
2. Summarize the existing body of knowledge on the research topic.
3. Establish the importance of ethical research and how such research applies to the dissertation process.
4. Determine the proper research method and research design for the dissertation.
5. Evaluate the validity and reliability of the research design.
6. Conduct doctoral-level research.
7. Write the completed dissertation or research project.

Credits

Upon successful completion of each Dissertation Research course, the student will earn three (3) hours of college credit.

DBA Degree Program Milestones

The CSU DBA Dissertation and Research Project degree programs require the successful achievement of specific milestones to advance toward completion of the Doctor of Business Administration degree. Each milestone will require learners to work with their dissertation chair, committee member, and, at times, the DBA Academic Program Director through an iterative process to ensure learners meet all requirements.

Each dissertation course is eight weeks in duration. Learners can work at their own pace to achieve each milestone. Achievement of a milestone may or may not take more than one eight-week course. If a milestone is achieved mid-course, students should begin working toward the next milestone. Students must submit regular updates to their faculty member describing the process made towards a milestone. The update will be submitted through the discussion boards, as described in the narrative below.

Because of the iterative nature of the process, students may be required to take additional Dissertation Research courses before achieving completion of all of the program milestones. Please note that courses do not specifically align with a milestone. Students might achieve more than one milestone per course or require more than one course to achieve a milestone. Remember, the goal is to complete all milestones and defend your study, and the completion of the milestones is accomplished while enrolled in the Dissertation Research and Defense courses.

Summary

The concepts and procedures necessary to prepare a dissertation at Columbia Southern University are covered in the following milestones:

Milestones

1. Concept Paper
   a. Email first draft to chair, and work with chair in an iterative process until the chair approves.
   b. After chair approval, the chair is to send the document to committee member for approval.
   c. This draft may need additional revision, depending on committee member’s review.
d. Upon approval of the chairperson and committee, the chairperson will send the document to the DBA Program Director for approval. This draft may need additional revision, depending on the Program Director’s review.

e. Students should submit their final, approved document to the Dissertation Deliverables of the course.

2. Chapter 1: Introduction to the Study
   a. Email first draft to chair, and work with chair in an iterative process until the chair approves.
   b. After chair approval, the chair is to send the document to committee member for approval.
   c. The draft may need additional revision, depending on committee member’s review.

3. Chapter 2: Literature Review
   a. Email first draft to chair, and work with chair in an iterative process until the chair approves.
   b. After chair approval, the chair is to send the document to committee member for approval.
   c. The draft may need additional revision, depending on committee member’s review.

4. Chapter 3: Methodology
   a. Email first draft to chair, and work with chair in an iterative process until the chair approves.
   b. After chair approval, the chair is to send the document to committee member for approval.
   c. The draft may need additional revision, depending on committee member’s review.

5. Research Proposal
   a. The chairperson submits the student’s research proposal, consisting of Chapters 1-3 to the DBA Program Director.
   b. The chairperson works with the DBA Program Director, the committee member, and the student in an iterative process until approval is obtained.
   c. Students should submit final, approved Research Proposal to the Dissertation Deliverables of the course.

   a. Go to https://www.citiprogram.org/, create an account, and enter “Columbia Southern University” as the affiliate organization. By affiliating with Columbia Southern University, you allow the DBA Institutional Review Board (IRB) Administrator to confirm completion of the training through the CITI system. (Note: Failure to register could result in extra training and requirements to get your certificate entered.)
   b. Complete the training and print/download certificate of completion.

7. IRB Application
   a. Prepare IRB application and submit to the chairperson for review. Work with chair in an iterative process until the chair approves.
   b. The chairperson will submit the application to the IRB.
   c. Three levels of submission to IRB include the following:
      i. Exempt: Research does not involve any human subjects. IRB application submitted to DBA lead faculty for review.
      ii. Expedited: Research involves human subjects; however, research does not involve any at-risk members of the population (at risk includes children, pregnant women, and prisoners). This type of review requires approval of IRB but not a full review.
      iii. Full Review: Research involves at-risk members of the population and requires a review by the entire IRB.

8. Begin Dissertation Research

9. Chapter 4: Results of the Study
   a. Email first draft to chair, and work with chair in an iterative process until the chair approves.
   b. After chair approval, the chair is to send the document to committee member for approval.
   c. The draft may need additional revision, depending on committee member’s review.

10. Chapter 5: Conclusions, Recommendations, Summary
    a. Email first draft to chair, and work with chair in an iterative process until the chair approves.
    b. After chair approval, the chair is to send the document to committee member for approval.
    c. The draft may need additional revision, depending on committee member’s review.

11. Final Manuscript
    a. The chairperson submits the student’s final manuscript, consisting of Chapters 1-5 to the DBA Program Director.
    b. The chairperson works with the DBA Program Director, the committee member, and the student in an iterative process until approval is obtained.
    c. Students should submit final, approved Final Manuscript to the Dissertation Deliverables of the course.

DBA 9410/9510 Milestone

To complete this course, students must complete milestone:

12. Dissertation or Project Defense
    a. Download the blank Oral Defense template found in the Dissertation Center and complete necessary items.
    b. Establish a time for your dissertation defense that is acceptable for the chair, the committee member, and yourself.
    c. Submit your approved PowerPoint and date of defense to DBA lead faculty.
    d. Defend your dissertation via Adobe Connect or the current means provided by CSU.

DBA 9307-9320, Dissertation Research
After you defend and have the dissertation approved by your committee, submit both the final manuscript and oral defense presentation in the course.

Discussion Board Participation

Week 1 Discussion Board: Create a success plan establishing your goals for this eight-week course. The success plan will serve as a guide to successfully completing your doctoral degree. Remember, you must have your work approved by your chair, committee member, and/or the DBA lead faculty before you can advance to the next milestone.

Week 3 Discussion Board: Update your chair on your progress toward the achievement of your goals for this course.

Week 5 Discussion Board: Update your chair on your progress toward the achievement of your goals for this course.

Week 7 Discussion Board: Summarize your work during the past seven weeks. What have you accomplished? What do you need to do to meet your goal(s) for completing the current milestone? How will you use what you have learned during these eight weeks to succeed in your dissertation journey?

Week 8 Actions: If the chair, the committee member, or the DBA Academic Program Director have approved a milestone(s) during this course, upload the approved document for a final grade. If the chair, the committee member, or the DBA Academic Program Director have not yet approved the milestones, do not upload any documents; instead, communicate your progress through the discussion board for Week 8.

The above process of communicating with your faculty member will continue until you have successfully completed the milestones for your program.

DBA Dissertation Center

The DBA Dissertation Center, located in Blackboard, is the central information center for CSU’s doctoral community. Through the Dissertation Center, learners and faculty have access to timely updates and resources to support them through each milestone of the dissertation journey. Resources include the DBA Dissertation Handbook, DBA milestones, links to APA 6th ed., ProQuest dissertations, and program resources to assist learners through each of the milestones for dissertations and research projects. Templates for each milestone are located in the Dissertation Center.

Communication Forum

Inform your faculty member of your progress on a weekly basis through the discussion boards. You can email your faculty member with any questions you may have, or you can post questions in the forum.

Grading

Grades for the Dissertation Research courses follow conventional grading schemes.

1. The student enrolls in a Dissertation Research course.
2. If the student submits documentation to review (e.g., Concept Paper outline, Proposal) to the faculty member during the term, he or she will receive a grade of 100 (A).
3. If the student communicates with the faculty member through the discussion board as instructed or via email, he or she will receive a grade of 80 (B).
4. If the student does not demonstrate progress and does not communicate substantively with the faculty member through the discussion board or by email, he or she could receive a 0 (F).
5. The student will enroll in the next Dissertation Research course and follow the same pattern of communicating with the faculty member as indicated in the course syllabus.
6. This process will continue through the defense of the dissertation.