Ed.D. Writing Retreat Handout
The Ed.D. Completion Experience: A Hermeneutic Interpretation
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Note: This handout was created by a graduate of the Ed.D. program and is based on personal experience. It has not been approved by UBC.

Policy and Process Tips:
- Envision a graduation (i.e. Fall or Spring) – work backwards 8-12 months (i.e. a fall 2021 graduation has deadlines starting at the end of May 2021 with a fully completed dissertation submitted for external examination by end of July 2021 and a deadline for final defence by endish of Sept. 2021 with completed edits to your final dissertation document due by before the endish of Oct. 2022)
- Work with a cohort member to help navigate all the processes (Your supervisor or committee may not always be super aware and it is your responsibility. Don't be afraid to be in charge of the process and your timeline!)
- Consult UBC timetables for defence presentation windows/graduation timelines https://www.grad.ubc.ca/current-students/final-doctoral-exam/doctoral-deadlines (there are other windows for degree granting – Feb. and Sept.)
- Check "Tools for Planning the Doctoral Exam" at https://www.grad.ubc.ca/current-students/final-doctoral-exam/tools-planning-doctoral-exam
- **The most hectic (aka: stressful) period is meeting the deadline for external examination!** (consider your step tracker to see how many steps you **didn't take**, in other words, being glued to your chair writing! OK, not sound advice but be prepared…)

Working on your dissertation:
- 12 months before submitting your dissertation *for external review*, create a single document
  - see https://www.grad.ubc.ca/current-students/dissertation-thesis-preparation for dissertation components & requirements
  - see https://www.grad.ubc.ca/current-students/dissertation-thesis-preparation/structure-theses-dissertations for detailed explanation of dissertation structure
  - see https://www.grad.ubc.ca/current-students/dissertation-thesis-preparation/order-components for the order of dissertation components
- Learn how to use a word processing software (i.e. WORD), including functions relating to table of contents, referencing, page numbering, etc. (WORD has an APA style report template – use this and alter to meet UBC dissertation components & requirements)
- Work closely with your committee on all sections of your dissertation
- Work with deadline dates in mind (finish about a week before each date – there is always more process than you think and do your *own* homework about needs to be done when. Ask questions of your committee and of the folks in Graduate Studies https://www.grad.ubc.ca/about-us/contacts)
- Think about working towards your graduation goals with a cohort buddy – you can support each other and decipher/interpret UBC policy together – it helps!)

Preparing for your defence:

- See https://www.grad.ubc.ca/current-students/final-doctoral-examination for all the details and necessary forms to be completed (there are a number of steps and forms to complete)
- Prepare a presentation that suits your dissertation topic, research genre, etc.
- Practice your defence presentation (maybe even to a committee member if possible)
- Spend the night before your defence getting some rest (and should things open up again for face-to-face presentations, stay on campus or close by (and get some sleep))
- Be confident that you know your topic better than anyone
- Enjoy the *genuine conversation* with your defence team – it really is all about you ☺
- Celebrate your defence completion
- Complete your suggested final edits as soon as possible after your defence (while the details are still fresh in your mind) and submit your final document (see https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission)
- Don't forget to apply for graduation https://www.grad.ubc.ca/current-students/graduation (might need to do this before your defence presentation…)
- Relax, cry and/or celebrate some more!! Marvel at your dissertation when you see it the first time at https://open.library.ubc.ca/cIRcle/collections/ubctheses