

Appendix A

Email communication (Case Study 1) of early October 7, 2015, subject “Timeline Toward Degree”, in which the mentor lays out for the protégé the timeline toward the degree and deliverables along the timeline.

10/07/15

Dear Alex,

Great to talk with you and good to hear that you are feeling motivated to work toward the completion of your dissertation in time to graduate in May 2016. Now that you have the data in hand, I think graduating in May 2016 is feasible, but it will take discipline over the next three months to produce the deliverables (i.e., the chapter components and/or manuscripts you proposed in your approved proposal) that will ultimately comprise a completed dissertation manuscript. Toward that end, below are the key dates in the timeline leading up to the spring graduation date of Wednesday, May 18. The official Academic Calendar can be found at:

2015-16 Academic Calendar

<http://www.tc.columbia.edu/academics/resources/upcoming-academic-calendars/2015-2016/>

In addition to the key dates found in the official Academic Calendar, I have interspersed other dates that I impose on candidates in order to pace their progress.

Key Dates in the Timeline

November 1

Sunday. Day by which you submit the first drafts of chapters 1-3 (Introduction, review of literature, and methods) to your Sponsor.

December 1

Tuesday. Day by which you submit first drafts of chapters 4 and 5 (results and discussion, conclusions and recommendations) to your Sponsor.

January 15

Last day by which you must submit your first complete draft of all elements (i.e., chapters 1-5) of the dissertation to Sponsor and Committee Members.

January 28

Thursday. Last day to file notification of intention to defend Ph.D. and Ed.D. dissertation during Spring Term.

February 15

Monday. Last day by which you must submit any first-round revisions to the dissertation Sponsor and Committee Members in response to feedback from your Sponsor and Committee Members.

46
47 March 1
48 Tuesday. Last day by which you must submit any second-round revisions to the dissertation
49 Sponsor and Committee Members.

50
51 March 1-7
52 Period during which the Sponsor-approved dissertation draft for defense is to be distributed to
53 the Dissertation Defense Committee Members and External Examiners. (Ideally, an on-site
54 Dissertation Defense rehearsal with your Sponsor and Committee Members in the doctoral
55 seminar is recommended prior to the actual Dissertation Defense.)

56
57 March 28-April 8
58 Period during which the doctoral defense should be scheduled.

59
60 April 9-23
61 Period during which you must revise the dissertation manuscript in response to the Dissertation
62 Defense Committee's recommendations following the defense and submit for final manuscript
63 approval to your Sponsor.

64
65 April 29
66 Friday. Last day to make first deposit of corrected Ed.D. dissertations and abstracts for May
67 award of degree.

68
69 May 18
70 Wednesday. Conferring of degrees at Columbia University 10:30 a.m.; Teachers College
71 Doctoral degree Convocation, 2:00 p.m.

72
73 Please let me know if you have any questions about this timeline. In the meantime, I urge you to
74 check in with your other Committee member to alert or inquire with him about his availability
75 during those critical periods of the schedule when we will require his presence for a rehearsal
76 and the defense. Also, we will have to discuss identifying a potential faculty examiner you may
77 nominate and invite to be one of the two external examiners at your defense; the College will
78 assign a fourth reader and Chair of the Defense who will be the second examiner. That,
79 however, can wait until late January/early February.

80
81 I look forward to working with you and seeing your first three draft chapters on or before
82 November 1.

83
84 All the best, JPA

85
86

Appendix B

88 Example of minutes from a monthly teleconference (Case Study 2).

89 **Nigg/Xu Mentorship Teleconference**

90 November 21, 2014 @ 9:00 AM (HI); Noon (ID)

91 45-minute call. Next call: December 12th @ 9:00 AM (HI); Noon (ID)

Topic	Issues/Status	Plan/Suggestion/Action
Update on pilot project	<p>Wave 1 is underway! Wave 1 consists of 10 participants (out of our planned 50) Wave 2 (N of 40) is scheduled for Jan/Feb Wave 1 acts as feasibility/pilot Wave, and a chance for us to work out all issues and gain feedback to improve Wave 2. Protocol has been updated so baseline and follow-up questionnaires are now administered online.</p>	<p>→Mona will add a qualitative piece to the study, such that post follow-up, participants will be able to anonymously provide feedback about their experience, what they liked, didn't like, suggestions for Wave 2 etc.</p>
Discussed timeline of grant application and [Mentor's] visit	<p>Claudio and Mona agreed that she will aim for the June 16th NIH deadline for her R21 submission. This means that the grant needs to be completed by beginning of June as ISU will need time to process the application. Claudio should visit ISU in April, 2015: possibilities 1st-3rd or 8th-10th.</p>	<p>→Claudio will think about his schedule and finalize his visit.</p> <p>→Claudio will fly from HNL to PIH with a flight change Salt Lake City.</p>
Discussed next steps	<p>Mona will finish a draft of her self-expansion and health paper. This paper includes postdoc data showing self-expansion is related to better weight loss outcomes in a behavioral weight loss RCT as well as greater reported physical activity minutes.</p> <p>This will be the first paper showing results linking self-expansion and weight loss and physical activity, thus highly beneficial to have this paper at least under review by the time the NIH grant is submitted.</p> <p>Discussed presenting a methods poster at Society of Behavioral Medicine (SBM) conference.</p>	<p>→At the next meeting, finalize schedule for Claudio's visit.</p> <p>→ Mona will send Claudio draft of paper before next meeting for feedback.</p> <p>→After Wave 1 is completed, Mona will submit a late-breaking abstract to SBM (e.g. "lessons learned from a daily diary study utilizing Fitbit to assess objective physical activity"). In addition to presenting and being able to meet in person, this poster will help show grant reviewers that Mona can carry out this research and that the research team is already in place.</p>