College of Health Solutions
ARIZONA STATE UNIVERSITY
Doctor of Behavioral Health

Culminating Project (CP) Development Guidelines

Registering for CP Cohorts
When students attempt to register for a cohort, the enrollment system will prompt the student to obtain program approval. The student should email the advisor requesting to be enrolled in the cohort. If the advisor has determined that the student is ready to enroll, the advisor will email Rachel Joles and cc the student with authorization to enroll. Rachel J will provide the authorization for the student to enroll in the course.

Prerequisites for Enrollment
CP1 – DBH Graduate Student (enrollment prior to beginning internship)
CP2 – Passing grade for cohort 1 on student transcript (concurrent enrollment with internship)
CP3 – Passing grade for cohort 2 on student transcript

Cohort Instructors and Advisors
Student will receive guidance and support from different faculty members at each stage of the CP development process.
CP1 – Instructor only
CP2 – Instructor and program faculty advisor
CP3 – Instructor and program faculty advisor

Grading, Reviews, and Approvals
A student may enroll to CP2 only after passing CP1. Each section of your paper developed during CP2 and CP3 will require a series of approvals. Students should obtain faculty approvals in the following order:

1. *CP2 & CP3 course instructor* approvals are required before submitting to MyDBH for faculty advisor review. Do not submit to MyDBH until the section meets the minimum number of points specified in the course syllabus. When submitting to MyDBH, include a screenshot of the final grading rubric with the section.
2. *Faculty Advisor* approvals of drafts are required before sending to committee
3. *Committee* review and approval is required to
   a. Pass CP2 and before conducting data collection
   b. Pass CP3 following successful defense and final revisions

Do not send sections of your paper to another faculty or committee member until an approval is received from the current faculty member.

Draft Reviews
Perform the following steps *prior to* sending to instructor or advisor for review:

1. Begin by developing a rough draft of your document
2. Spell check
3. Review each paragraph to determine that the paragraph has a thesis statement followed by support for that statement
4. Review the structure of paragraphs to determine that each paragraph builds upon the argument of the paragraphs before it

5. Separate sections using clear, succinct subheadings
6. Review each major section of the paper to determine that it accomplishes the objectives described in the *Health Promotion* text
7. Review the paper to determine that it is formatted appropriately (APA Style 6th ed.)
    a. Title page
    b. Running head – title page and subsequent pages
    c. Citations – in-text and reference page listing
    d. Headings, subheadings
    e. Figures, tables, charts

Editing - Proper Use of Track Changes

Each section of your paper will require multiple revisions. Since each step of the culminating project development is dependent upon the step preceding it, you should not continue to the next task until you and your instructor/advisor have determined that a section is reasonably complete. That being said, work on subsequent sections of your paper will probably require making additional edits to previous sections.

- **Labeling Document Files**
  To insure that we are reviewing the appropriate version of your papers, please use the following file name format for all submissions:
  [Last Name]_[File Name]_[Revision Date - year, month, day]

  Example: Macchi_LiteratureReview_15-12-02

- **Track Changes**
  Your instructor/advisor will use the *Track Changes* tool in Microsoft Word to note ideas, questions, and recommendations for further edits on each draft of your paper. When you receive a document with their Track Change notations, please review and accept or use the *Comments* tool to ask further questions or make further comments. ***Please do not make changes in a separate document since we will then lose track of our collaborative work.***

  When you are ready to resubmit a revised draft, please ***accept all changes*** but ***do not remove the faculty comments*** so that the reviewer can see how you addressed each suggestion.

  Video describing use of track changes - https://youtu.be/jqzn4mtVoic