



**THE AMERICAN ASSOCIATION OF HISPANICS IN HIGHER EDUCATION (AAHHE)  
AND EDUCATIONAL TESTING SERVICE (ETS)  
OUTSTANDING DISSERTATIONS COMPETITION 2011**

**Guidelines**

The following guidelines and accompanying explanations are provided to ensure the highest possible standards for the Dissertation Competition and to make Hispanic individuals consideration as objective as possible.

**1. Who is eligible to enter the competition?**

The competition is open to anyone who has completed a dissertation that focuses on Hispanic(s) in higher education **or** to any Hispanic individual who has completed a dissertation in the social sciences, broadly defined, between December 2007 and August 1, 2010.

Dissertations are eligible if they are in domains that are related to the ETS corporate mission, including education, linguistics, psychology, statistics, testing, and so forth. Dissertations in the humanities, basic sciences, technology, engineering and mathematics are not eligible.

Completion is defined as:

- (a) received the doctoral degree between the specified dates
- OR**
- (b) satisfactorily completed all the course work and the dissertation between the dates specified and the dissertations are acceptable to the candidate's committee, but the degree has not been conferred.

A routine check is made with the chair of the dissertation committee of the applicant to protect all competitors, the universities, the American Association of Hispanics in Higher Education and Educational Testing Service.

Studies using any research approach (historical, experimental, survey, etc.) are eligible.

**2. What are the criteria used in evaluating the dissertations?**

The following criteria will be used to evaluate the dissertations:

- (a) the appropriateness of the research approach used;
- (b) the significant impact this dissertation will make to the field;
- (c) the creativity and innovation of the study makes;
- (d) the scholarly quality of the dissertation which features:  
the research design and approach, data analysis, bibliography (current and appropriateness to the study); comprehensiveness, integration and conceptualization;
- (e) the significance of its contribution to knowledge in the field:  
discussion of findings, implications and contributions to the discipline.

**3. What is the first deadline for the competition?**

**September 7, 2010**

Applicants submit via PDF or Word format a copy of dissertation abstract to the chair of the dissertations competition, Dr. Patricia Arredondo:  
[arredondo@uwm.edu](mailto:arredondo@uwm.edu).

**THIS IS A VERY FIRM DEADLINE. ANY DISSERTATION ABSTRACTS RECEIVED AFTER THIS DATE WILL NOT BE CONSIDERED.**

**4. How should the dissertation abstracts be prepared?**

For the first round of judging, the applicant's dissertation is rated **SOLELY** upon the dissertation abstract submitted. These abstracts, then, must reflect accurately, concisely and precisely the research of the full dissertation.

**The following directions should be used in the preparation of the abstract.**

**a. Format**

The abstract should include the following:

- (1) **Title page** – A sample title page is attached to these guidelines. Please provide all the information requested. One page in length.
- (2) **Letter** – A letter, on university stationery and signed by the chair of the dissertation committee, must indicate that the dissertation meets the eligibility criteria, defined earlier in these guidelines, detail is essential. The letter must also state how the chair would rank the dissertation among previous dissertations he/she has chaired. Further, the Chair should address the evaluation criteria listed above.
- (3) **Summary** – On a separate page, include a summary, **approximately 150 words in length**, stating in non-technical terms, the purpose and major findings of the study. Double-spaced and one page in length.

- (4) **Main report section** – You should include the statement of the problem; the purpose of the study; definition of key terms; sampling techniques to include size, description,(if applicable); theoretical framework; hypotheses; overview of analysis of data (if applicable); main findings, conclusions; and implications.

**THE MAIN REPORT SECTIONS SHOULD NOT EXCEED FIFTEEN (15) PAGES IN LENGTH, DOUBLE-SPACED.**

- (5) **Bibliography** – Include a complete reference to each item cited in the dissertation abstract. References for items not used in the abstract should not be included.
- (6) **Appendix** – If the applicant requires additional space in which to present details of a research instrument, a theoretical point of view, or to elaborate on some other vital point, an appendix may be included. Not to exceed (3) three pages, double-spaced.
- b. **Length.** The total abstract should not exceed twentyfive, double-spaced, 8 ½” x 11” pages, including all the sections mentioned above.
- c. **Writing Style** – Your writing style should be clear, consistent, and concise. Particular care should be taken to ensure that each table, chart and/or figure is adequately explained.

**5. How many copies of the dissertation abstract are required?**

A copy of the dissertation abstract should be sent via PDF or Word format to:

Dr. Patricia Arredondo  
University of WI-Milwaukee  
Plankinton Building Suite 6000  
161 W. Wisconsin Ave  
Milwaukee, WI 53203  
[www.arredond@uwm.edu](mailto:www.arredond@uwm.edu)

**6. What is the general procedure that will be used in the competition?**

The judging, generally speaking, will be in two phases. The first phase will use the dissertation abstracts as a basis. The chair of the competition will send the abstracts to a Panel of Judges who will be asked to judge/evaluate the abstracts. Each judge will be asked to submit to the chair of the competition a ranking of the top five (5) abstracts.

Based on the judges' rankings, the Chair of the competition will determine the top five (5) to seven (7) abstracts; these become the semifinalists. The Chair contacts the semifinalists and requests a copy of a complete dissertation to be submitted; this document will be used as a basis for the second phase of the judging/evaluating process by the panel of judges.

The Panel of Judges will convene to read, evaluate, and rank the complete dissertations and will determine the top three (3) dissertations.

A schedule, which outlines the process in more detail, is included in the **Important Dates** section that follows.

## 7. What are the most important dates and deadlines?

The schedule below, in addition to providing important dates and deadlines, provides additional information about the process.

March 6, 2010	The outstanding dissertations competition for 2011 is announced at the awards luncheon at the fifth annual national conference of the American Association of Hispanics in Higher Education in Costa Mesa, CA.
April 5, 2010	Announcements of the competition and guidelines are sent to all individual members of the American Association of Hispanics in Higher Education and to the presidents of AAHHE institutional members. Announcement will be posted on the website of both AAHHE and ETS. Announcements will be advertised in the <i>Journal of Hispanic Higher Education</i> , <i>Hispanic Outlook of Higher Education</i> and other journals. ETS will announce the competition to its constituencies.
September 7, 2010	Applicants submit via PDF or Word format a dissertation abstract to the chair of the dissertations competition, Dr. Patricia Arredondo: <a href="mailto:arredond@uwm.edu">arredond@uwm.edu</a> .
September 14, 2010	Chair of the dissertations competition distributes abstracts to the Panel of Judges.
October 14, 2010	Panel of Judges completes screening and advises the chair of rankings. Each judge identifies five (5) top dissertation abstracts.
October 19, 2010	Chair of the dissertations competition determines five (5) to seven (7) top abstracts and advises all entrants of the results. In effect, these are the semifinalists.
October 23, 2010	Semifinalists send a copy of complete dissertation in PDF or Word format to Dave Hobson at ETS: <a href="mailto:dhobson@ets.org">dhobson@ets.org</a> .

October 28-29, 2010	Panel of Judges meets and selects the top three (3) dissertations.
November 1, 2010	Chair of the competition notifies three (3) finalists and the others not selected of results.
March 3-5, 2011	Winners are presented at the sixth annual national conference of the American Association of Hispanics in Higher Education, in San Antonio, Texas.

## 8. What recognition will be given to the winners?

In effect, there will be two types or levels of winners:

- (1) The semifinalists—the writers of the top five (5) to seven (7) dissertation abstracts, from which the three (3) finalists are selected, and
- (2) The three (3) finalists—the writers of the dissertations selected by the Panel of Judges as first, second and third place winners.

The three (3) finalists will be recognized formally at the annual awards luncheon during AAHHE's **sixth** annual conference in San Antonio, Texas on March 3-5, 2011.

The American Association for Hispanics in Higher Education will pay for travel expenses within the continental United States for the three (3) finalists, to include hotel room for two (2) nights and per diem for two (2) days. The Association will also pay the registration costs for the finalists at the conference.

The first place winner will receive an award of \$5,000. The second place winner will receive an award of \$2,000, and the third place winner will receive an award of \$1,000. All three finalists will receive an AAHHE/ETS plaque.

The three AAHHE finalists will also present their dissertations in individual concurrent sessions at the conference. The American Association for Hispanics in Higher Education will also ask the three (3) finalists to submit to the *Journal of Hispanic Higher Education*, an academic article based on the dissertation.

ETS will invite the first place winner to publish the essence of the winning dissertation in an appropriate ETS publication and to showcase the research at a seminar hosted by ETS in Princeton, New Jersey.

## 9. Who makes the final decision?

**All decisions by the Panel of Judges are final.**