A Guidebook for Earning Your

Doctorate of Commissioner Science Degree

and

Doctorate of Commissioner Science Knot Award

2018

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Commissioner Training Continuum

1. Basic Training (online or instructor led)

The Starting Point!

Each district and council has the responsibility of getting their commissioners off and running by personally delivering and recognizing this training.

2. Bachelor's Degree (7 Courses)
3. Arrowhead Honor (6-month tenure)
4. Master's Degree (7 courses more)
5. Commissioner Key (3-year tenure)

Your Expertise Grows!

Colleges provide learning opportunities so you can better serve units in their delivery of the Scouting program. Advance through courses, increase your knowledge, and earn higher degrees. At the same time, best practices for commissioners will earn you both the Arrowhead Honor and Commissioner's Key from your local council (and the admiration of your fellow commissioners!).

6. Doctorate Degree (10 courses more)
7. Thesis or Project
8. Teach or Train for one year
9. Recruit or Assist recruiting 3 new commissioners
10. Doctorate Knot (5 years' tenure)

Subject Matter Expert!

Your dedication to servant leadership has reached a new high. Grow in the esteem of your fellow Scouters and your council as you become a "commissioner's commissioner!" The Doctorate degree is earned at a college; recruiting other leaders and the Doctorate Knot is achieved within your council; your thesis/project and teaching/training can be achieved at either a college or your council.

College of Commissioner Science Personal Progress Record

for

Bachelor's, Master's and Doctorate of commissioner service

Course Requirements: Courses at all levels should cover subject matter enhancing the knowledge and performance of the commissioner service role. Course content should be directed toward commissioner service rather than training intended for other program areas. Various training opportunities will exist such as Commissioner Colleges, Philmont Training Center, Commissioner Conferences, or other training venues. Questions should be reviewed with council commissioner, assigned assistant, or college dean.

Bachelor of Commissioner Science (BCS)

Prerequisites:

1. Current registration as a commissioner.
2. Commissioner Basic training date**:** _____

Course Requirements: Complete a minimum of seven (7) courses of instruction. Five (5) of which must be at the Bachelor course level.

1 _____

2_____

3_____

4_____

5_____

6_____

7_____

Performance: Approval of council commissioner, assistant council commissioner, or college dean.

Signature: _____ **Date:** _____

.

Master of Commissioner Science (MCS)

Prerequisites:

1. Current registration as a commissioner.
2. Completion of bachelor's degree.
3. Earn Arrowhead Honor. **Date**: _____

Course Requirements: Completion of seven (7) additional courses of instruction (total of 14), at least seven of the courses at the Master's course level.

1_____

2_____

3_____

4_____

5_____

6_____

7_____

Performance: Approval of council commissioner, assistant council commissioner, or college dean.

Signature: _____ **Date:** _____

Doctor of Commissioner Science (DCS)

Prerequisites:

1. Current registration as a commissioner
2. Completion of Master's Degree
3. Earn the Commissioner's Key. **Date**: _____

Course Requirements: Complete a minimum of ten (10) courses five (5) of which must be at the doctorate course level and not used to qualify for other college awards (total of 24). Courses and dates completed:

1 _____ **Date:** _____ **6** _____ **Date:** _____

2 _____ **Date:** _____ **7** _____ **Date:** _____

3 _____ **Date:** _____ **8** _____ **Date:** _____

4 _____ **Date:** _____ **9** _____ **Date:** _____

5 _____ **Date:** _____ **10** _____ **Date:** _____

Thesis or Project: It is recommended that the topic of a project or thesis be directly related to unit service. There may be specific circumstances under which a topic related to another area of scouting would be appropriate. Local councils have the authority to approve topics related to another area of scouting when selecting one directly related to unit service isn't appropriate or practical. The council commissioner or designee may authorize an alternate topic.

Performance: Serve on College of Commissioner Science staff, or be training support for commissioners for one year, and receive approval of home council commissioner or designee.

Approved Thesis/Project Title: _____

Approved by (Signature): _____**Date:** _____

Approved by (Signature): _____ **Project/Thesis Completion Date:** _____

Doctorate of Commissioner Science Knot (National Requirements)

Tenure: Serve as a commissioner for a minimum of 5 years. (The years need not be consecutive.)

Dates: _____

Training: Completion doctorate degree including project /thesis. (See above)

Recruiting: Recruit or assist in recruiting at least three new commissioners

Final Approval:
Council Commissioner or Assistant Council Commissioner signature:
_____ Date: _____

Scout Executive or Staff Adviser for commissioner service signature:
_____ _____ Date: _____

Identify a Need in Commissioner Service for Your Topic?

1. Why are you here (personal/scouting reasons)?

   _____

2. What do you do in scouting/commissioning?

   _____

3. What are you currently most passionate about in scouting/commissioning?

   _____

4. What areas of commissioner service do you feel you would like to focus on as you complete your DCS project or thesis (unit, district, council, area, regional or national?)?

   _____

5. What aspects of commissioner service in your area of focus would you like to improve or enhance as you complete your project or thesis (additional information, training, administrative, programs, other)?

   _____

6. What is the role of the commissioner in your chosen area(s) of focus?

   _____

7. For your area(s) of focus:
   a. How powerfully are you motivated to spend a significant amount of time and effort?
   b. Is there a good "fit" for you with your chosen area(s) of focus?
   c. Does your area of focus fit a personal and Scouting "need"?
   d. Do you have the resources and power (?) to complete the effort required?
   e. Do you have the time to devote to your chosen topic?

8. Selection of topic (general):
   a. State area of focus
   b. Rationale for this area of focus (why have you chosen this area of focus?)
   c. State your topic (general):
      1.) Limit/refine scope in 8c.
      2.) Further limitation/refinement of scope in 8c.1.
      3.) Further limitation/refinement of scope in 8c.2. (Any further limitation/refinement needed?)
   d. Repeat steps 8a through 8c as many times as you feel necessary to discover the best focus for your DCS Project or Thesis

9. Is my effort a project or a thesis?

Topic Selection Summary

Area of Interest

Why? More likely to be completed
Resources: more likely to have adequate personal resources
Knowledge: more likely to have current knowledge

Area of Experience and Expertise

Why? More personal knowledge
Resource: personal experience
May have greater value

Area of Need

Study should be useful to you and other Scouters
Study may be useful to the district, council, area, region or National Council
Makes better use of your time and talents

Area that Can Be Accomplished by YOU

Availability of reference material
Availability of needed resources
Availability of experienced counselors

Area of Research Limited by Time Constraints

Time required to complete research
Time required to analyze material
Time required to write, rewrite, and type in final form

Meet with your project/thesis advisor.

Project vs. Thesis: What is the Difference?

Project: (DO) A project is often considered an event, activity, or administrative change. Your project is the implementation of your ideas, what you want to accomplish, and how it has been or can be completed.

The amount of writing required in the project report and the number of attachments to be included with the report will depend on each particular project.

The project report should enable others to carry out the project and/or explain the project outcome and the benefits provided by the project.

Sample Project Outline

Title Page

Executive Summary or Abstract

Table of Contents

Dedication (if desired)

Project Description and Evaluation

Recommendations/Conclusions (Based on data presented)

Appendixes (As required - Copy of all lists, illustrations, tables, and charts)

Bibliography

Glossary of terms (If necessary)

Index (If necessary)

Meet with your project/thesis advisor.

Thesis: (THINK) A thesis is a concept, an idea, or a theory. Your thesis may be the basis for and the result of your research.

A thesis should demonstrate evidence of meaningful research, development, and study. What have you learned and what can your thesis teach others?

Sample Thesis Outline

Title Page

Executive Summary or Abstract

Table of Contents

Lists of illustrations, Tables, and Charts

Dedication (if desired)

Text or Body of Report:

- Introductory chapter with background, purpose, problem,
- delimitation of subject, and methods of study
- Analysis and interpretation of findings
- Conclusions and recommendations based on data presented

Appendixes (If necessary)

Bibliography

Glossary of Terms (If necessary)

Index (If necessary)

Meet with your project/thesis advisor.

You Are Not Alone

Throughout your commissioner college tenure, you have completed courses at all levels covering subject matter that has enhanced your knowledge and performance of your commissioner service role. You have taken advantage of training opportunities such as commissioner colleges, Philmont Training Center, and commissioner conferences to name a few. Now as you pursue your doctorate degree it is time to look back and ask yourself, "What can I do to give back?" Is there an area of interest that you have a solution for or is there a way in which you can teach other commissioners so that they might excel in their commissioner service role?

Your doctoral project or thesis offers you this opportunity to "help other (commissioners) at all times."

Speak to your council commissioner, college dean, the dean of doctoral studies, or their designees and ask questions as you earn your doctorate degree.

Project/Thesis Advisor

You may choose to work on your own, but it is highly recommended that you work with a trusted advisor to guide you throughout the thesis/project.

The doctoral candidate may choose an advisor or may be assigned one by the local college.

We suggest that your advisor be someone who has already achieved their doctorate because they have the basic tools to assist you having been where you are now.

The advisor may seek help from a more experienced advisor if problems arise.

The project/thesis advisor will assist you in preparing your paper.

It is good practice to share your work early and often so that you do not spend unnecessary time on dead ends.

The project/thesis advisor will guide you and provide feedback if you get off track.

However, it is not the advisor's job to write the paper for you, only to help edit it.

Meet with your project/thesis advisor early and often.

Limiting the Scope of Your Project or Thesis

Why Limit the Topic?

Confines the concept to the area of expertise
Limits the area of required research
Allows completion in a timely manner

Limit the Scope of the Study

Place - distance or area that can be covered
Time
Number of cases studied
Financial costs
Feasibility of the project
Availability of data

A Practical Example:

Very General:

Training . . . . . In what area?
Cub Scout training . . . . . in the area of expertise
Cub Scout training for leaders

More Specific:
Cub Scout Leader training in a certain area

Another Practical Example:

Very General:
Commissioner Responsibilities
Commissioner Responsibilities to improve JTE award status
Analysis shows that only 40% of units attend summer camp

More Specific:
Commissioner program to improve unit summer camp attendance

Meet with your project/thesis advisor.

Applying S.M.A.R.T. Goals to Your Topic

The topic or scope of my DCS project or thesis is:

_____

Narrow your topic by applying the S.M.A.R.T. test:

Specific - Is your topic clear and understandable?

Do you think that you know exactly what is involved to complete your project/thesis?

Measurable – How will you know when you are done/complete?

How will you measure your progress?

Attainable – Is your project/thesis doable?

Can you visualize it being completed?

Relevant – Why are you doing this project/thesis?

Is your topic clearly related to your vision of success?

Does your topic foster Commissioner life-long learning?

Timely – Do you have enough time to complete your project/thesis?

If not, you may wish to refine your topic.

Suggested Project/Thesis Proposal Form

1. Complete this form and submit it to your council's doctoral review team for approval.
2. They will review the proposal, may make suggestions and/or approve the proposal.
3. You may submit the name of a potential advisor/coach or you may request one to be assigned to you.

Project Selection/Thesis Topic

Candidate Name: _____ Date: _____

Address: _____Phone: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____

Council: _____ District: _____

Current positions(s) in Scouting: _____

Proposed project/thesis topic: (Please attach a proposed outline and a current college transcript.)

_____

_____

_____

_____

_____

_____

_____

Proposal approved by: _____ Date: _____

Doctorate of Commissioner Science Advisor: _____

Phone: (_____) _____ E-mail: _____

Developing Specifics and Research Sources

The development of specifics may involve:

Library Research Interviews and Visits Firsthand Observations

Research Sources: (*Cite sources where necessary)

Internet Research* Library research*
Surveys/Questionnaires Interviews
Scouting Literature* Group Interviews
Other Related Data Review current literature related to the topic*

Questionnaires and Interviews:

Select questions to satisfy the purpose and outline of the study
Importance of unbiased wording
Pre-coding of data
Layout and order of questions
Preliminary trial in the field
Revision as a result of trial
Preparation of instructions for interviewers or questionnaire recipients

From Questionnaire to Report

Highest possible accuracy and reliability of data
Uniformity/consistency of data
Completeness of data
Organization or coding of data, notes, etc.
Tabulation of data
Interpretation of results

After Research - Then What?

Organize Data
Look at available theses/projects
Develop a preliminary outline of thesis/project report

Meet with your project/thesis advisor.

Do the Research or the Project

If researching a thesis, do the research so you think it is essentially complete.

If you are using statistics, ensure you are using a valid sample.

Evaluate any survey questions asked to see if the language predetermines the kinds of answers.

Use the Internet as a resource, recognizing its limitations.

For instance, you could Google "How to design a survey" or similar questions to research how to do something you seldom do.

If doing a project, then save all the materials you generate on the project to assist with the report. Again, use resources, such as "What are the steps in the planning process?"

Take notes to help you remember and to provide needed references.

Meet with your project/thesis advisor.

Writing Your Project Report or Thesis

Revise your preliminary outline – you may have discovered something to affect it

Assembling material:

Organize notes according to the outline.

How-to and reference material.

Use of diagrams.

Supporting material – citations, citation style (be consistent).

When using factual material or the thoughts of others, be sure to give accurate and complete credit in the citations and bibliography.

What to put in appendixes –

Tables of data you may have collected, lists of possible Scouting sponsors or supporters, information whose detail is not needed in the body, but may prove useful to other users

Prepare the bibliography. (Search on-line: "How to prepare a bibliography")

Write the First Draft

Introduction—Make clear the purpose of the thesis and arouse the interest of the reader.

Paragraphing:

Each paragraph should represent a new phase of the subject.
Avoid excessively long paragraphs and very short paragraphs.

Transitions between paragraphs:

Use a transitional device at the beginning of each paragraph.
Transitional devices are words or phrases that help **carry** a thought from one sentence to another, from one idea to another, or from one paragraph to another. Transitional devices link sentences and **paragraphs** together smoothly so that there are no abrupt jumps or **breaks** between ideas.

Conclusion: Summarize or reemphasize the major point of the thesis.

If at first it isn't right, rewrite, rewrite, rewrite!

*** * * ***

Reread, Revise, Rewrite

In revising the first draft, ask yourself the following:

Have I made my purpose clear?
Is the paragraphing correct?
Do the paragraphs support the major points of the thesis?
Is each paragraph unified and coherent?
Are the paragraphs clearly related to one another?
Are the sentences varied in structure?
Can sentences be better written?
Is my style too wordy?
What expressions or words can be eliminated?
Where is punctuation needed to make the meaning clearer?
Are all words spelled correctly?
What parts need to be rewritten for greater clarity?

Meet with your project/thesis advisor.

Ask someone to proofread your work and make suggestions for improvement.

Revise as needed.

Type Final Draft, Edit, Correct,
and
Plan a meeting with your advisor
to discuss your work and revise as necessary.

Checklist for Editing Project/Thesis Reports

General Purpose Editing

1. Is the purpose clear?
2. Is the paragraphing correct?
3. Do the paragraphs support the major points of the thesis?
4. Is each paragraph unified and coherent?
5. Are the paragraphs clearly related to one another?
6. Are the sentences varied in structure?
7. Can sentences be better written? Avoid passive sentences.
8. Is the style too wordy? Avoid long and run-on sentences.
9. Can expressions or words be eliminated?
10. Is punctuation needed to make the meaning clearer?
11. Does any part need to be rewritten for greater clarity?

Editing in Preparation for Publication (Written or Electronic)

1. Compare Table of Contents with headers.
2. Ensure proper header format.
3. Ensure correct margins throughout the paper.
4. Use of color should be conservative and appropriate. Color is expensive to print.
5. Tables and columns are often problems if not properly formatted.
6. Are all words spelled correctly? Ensure your spell check is on. Search for common misspellings or improperly formatted words. Use the "Language of Scouting"
7. Use double spaces after periods. (1 space after commas)
8. Ensure footers and page numbering are consistent.
9. Does it read well? Does topic appear to follow a logical order?
10. Some topics require chronological order
    (Not in order: He became President – He died – He was born)

Save all your work on your computer or make a copy of all your documentation.

Meet with your project/thesis advisor.

Project/Thesis Submission Guidelines

To obtain approval for writing your doctoral thesis or project you should submit a one-page document to the Dean of the Doctoral program with the following information:

1. Your name and current commissioner position
2. The title of your thesis or project
3. A brief paragraph describing the purpose of the thesis or project and why you choose that topic
4. A proposed outline that will be used to write the thesis or project report

Please note that the thesis or project should be related to commissioner service. If questions, discuss with the dean early! Once you have submitted your document, it will be reviewed by the council's Doctoral Review Committee who will determine if the topic is appropriate, sufficiently focused, and worthwhile. The intent of the thesis is to improve some aspect of commissioner service.

A project report may vary somewhat in form depending on its purpose, however, the following elements are appropriate

1. A Title Page
2. Executive Summary or Abstract (optional)
3. Table of Contents
4. Project description and evaluation
5. Recommendations/conclusions.
6. Appendices as required

To submit your completed thesis, it should contain the following elements:

1. Title/Cover Page - document title, author's name, and date
2. Table of Contents - listing all chapter and section headings
3. Introduction - explaining the need you are attempting to meet along with the purpose and methods of your thesis/project
4. Body/Report - about 20 double spaced pages - the main portion of this document set, with supporting information such as graphs, pictures, charts, tables, or illustrations.
5. Conclusion
6. Appendix (if needed)
7. Bibliography
8. Index (optional)

The project report/thesis should be submitted to the dean of the College of Commissioner Science or the Doctoral Review Committee along with a list of positions you have held as a commissioner, commissioner specific training you have completed, including commissioner college courses that you have attended or taught. Also include the year and the council in which your Bachelor and Master's degrees were earned.
The final, approved version of the project/thesis to also be submitted electronically and becomes the property of the local council. Approved copies shall be placed in the local College of Commissioner Science library and made available to all Commissioners as a reference for future use.

Contact the dean of the college or the council commissioner if you have any questions.

Advisor Meeting

Meet with your advisor and discuss your final submission before submitting it.

Doctoral Review Committee

Upon completion of the thesis or project, the doctoral candidate must submit a set of documents to the Doctoral Review Committee for final approval in a printed or digital format (digital format preferred).

The Doctoral Review Committee shall be made up of the council commissioner (or designee), the college dean (or designee), the dean of doctoral studies (or designee), and may include up to two (2) additional commissioners who have earned their Doctorate for a maximum committee of five (5) individuals.

The purpose of this committee is to use a group rather than one person to determine the legitimacy of the project or thesis. The candidate's advisor, however well qualified, may not be part of this committee.

The Doctoral Review Committee shall review all materials and inform the candidate whether further revision is required or if the thesis/project is worthy of recognition.

If the project/thesis is accepted, the printed or electronic copy will become the property of the council's College of Commissioner Science and be placed in the college's document library and with proper recognition made available to all commissioners as a reference for future use.

The Doctor of Commissioner Science Knot Award and the title of Doctor of Commissioner Science will be conferred at the next College of Commissioner Science.

IMPORTANT NOTICE:
Some commissioners attend many different Colleges of Commissioner Science to earn their degrees. The Doctorate degree is specific to each council.

To earn the Commissioner Knot Award, national requirements must be fulfilled.

An out of council candidate must secure the approval of his/her council commissioner, complete the necessary requirements, and at the conclusion of the project, must have the council commissioner approve the project, sign the candidate's forms, and provide an appropriate venue to confer the Doctoral Degree and/or Knot Award.