



**A Guide for Earning Your
Doctorate of Commissioner Science
and
Knot Award**



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College of Commissioner Science Degree Requirements

Degree Prerequisites and Criteria

The Prerequisites, Course Requirements and Performance criteria are listed for each of the three degrees. Since a Thesis or Project is required for the Doctorate Degree, the thesis or project criteria are provided after the Doctorate Degree requirement page.

NOTE: A person may participate in the college training without having the prerequisites, but no degree will be awarded until all of the requirements are met. It is up to the student to notify the Dean of the College with the necessary proof of completion to be credited with the appropriate degree.

Bachelor of Commissioner Science Degree (BCS)

A. Prerequisites

1. Current registration as a Commissioner
2. Current BSA Youth Protection Training certificate
3. Complete Commissioner Orientation if new to Commissioner Service.
(See the Commissioner Training on the National BSA website for recommendations.)
4. Complete Commissioner Basic Training listed on the Commissioner Training page.

B. Course Requirements

1. Complete a minimum of seven courses of instruction
2. Five must be from the Bachelor Degree level training

C. Commissioner Performance

1. Approval of Council Commissioner, or assigned Assistant Council Commissioner
2. Approval of Council Scout Executive or Council Staff Adviser for Commissioner Service

Master of Commissioner Science Degree (MCS)

A. Prerequisites

1. Current registration as a Commissioner
2. Current BSA Youth Protection Training certificate
3. Bachelor of Commissioner Science Degree or Earned Commissioner Key
4. The Commissioner Arrowhead Honor

B. Course Requirements

1. Complete a minimum of seven additional courses of instruction (total 14), at least five (5) of the courses at the Master Degree program level.

C. Commissioner Performance

1. Approval of Council Commissioner, or assigned Assistant Council Commissioner
2. Approval of Council Scout Executive or Council Staff Adviser for Commissioner Service.

Doctor of Commissioner Science Degree (DCS)

NOTE: Earning the Doctor of Commissioner Science Degree does not automatically qualify you to receive the Doctorate of Commissioner Service Knot Award.

A. Prerequisites

1. Current registration as a Commissioner
2. Current BSA Youth Protection Training certificate
3. Master of Commissioner Science Degree
4. Awarded the Commissioner Key

B. Course Requirements

1. Complete a minimum of ten additional courses of instruction for a total of twenty-four
2. At least five of the twenty-four must be from the Doctorate Degree level training.
3. Courses may not have previously been counted toward other college degrees.

C. Thesis or Project

1. This can be on any topic related to Commissioner Service.
2. The topic must be pre-approved by the Dean of the College, the Dean of Doctoral studies, and/or the Doctoral Review Committee.
3. Complete the thesis or project using the approved format as determined by the college.

D. The completed thesis or project must be approved by the Doctoral Review Committee (See page 16). If a review committee is not used, at a minimum the Council Commissioner and the College Dean need to make the approval.

E. Commissioner Performance

1. Serve for at least one year on the College of Commissioner Science Staff (instructor or support staff), or work with training support for commissioners for at least one year
2. Approval of the Dean of the College, or Staff Adviser for Commissioner Service
3. Approval of Council Commissioner, or assigned Assistant Council Commissioner
4. Approval of your Council Scout Executive or Council Staff Adviser for Commissioner Service.

Doctorate of Commissioner Science Knot Award



The purpose of this knot is to recognize the completion of a standardized program of studies plus the requirements listed here.

The objective of this knot is to provide councils an opportunity to recognize commissioners for their tenured service, their involvement in learning more about delivery of quality Scouting, and their involvement in support of others.

NOTE: The completion of the Doctor Degree of Commissioner Science does not automatically qualify a commissioner for this award knot. All requirements below for the knot must be met. There are only two additional unique requirements to earn this award: Tenure and Recruiting.

Minimum Requirements for this award

A. Tenure

1. Serve as a Commissioner for a minimum of 5 years. (Years need not be consecutive)
2. This service can be in one or more roles or positions Commissioner of service

B. Training – successfully complete the following

1. Bachelor of Commissioner Science Degree (BCS) / Commissioner Key
2. Master of Commissioner Science Degree (MCS)
3. Doctorate of Commissioner Science Degree (DCS), including Thesis or Project

C. Recruiting

1. Recruit or assist in recruiting at least three new Commissioners

D. Final Approval

1. Approval of Council or assigned Assistant Council Commissioner
2. Approval of your Council Scout Executive or Council Staff Adviser for Commissioner Service.

Grandfather or Sunset Clause

Since the key requirement of this award is tied to an approval of a Thesis or Project that is only earned once, this award is retroactive for individuals who have completed other requirements prior to the approval of this award in 2008. This clause applies for the previous 10 years which would be after 1998. Any commissioner who meets these requirements would need to list any courses they have completed previously and then complete their thesis or project to apply for this award.

Award Qualifying Certification

The council certifies that the individual has met all of the requirements to earn the Doctorate of Commissioner Science Award and should make the presentation at a public gathering to gain recognition for the individual being honored.

Recognition

This award knot and certificate may be ordered through Boy Scouts of America.

Doctorate of Commissioner Science Knot

Name:		District:	
Email:		Council:	
phone:			

TRAINING

Bachelor of Commissioner Science Degree (BCS)

PREREQUISITES:

- 1 Current Youth Protection Training
- 2 Maintain registration in any capacity as a Commissioner
- 3 Complete Unit Commissioner Onboarding Process
- 4 Complete Commissioner Basic Training

COURSE REQUIREMENTS:

Complete a minimum of 7 Courses of instruction at least 5 of the courses at the Bachelor's program level as listed in the Continuing Education for Commissioner's manual.

	Course name	Course code (e.g. BCS XXX)	Date taken
Course 1			
Course 2			
Course 3			
Course 4			
Course 5			
Course 6			
Course 7			

PERFORMANCE:

- | | | |
|---|--|--|
| 1 | Approval Of Council Or Assigned Asst. Council Commissioner | |
| 2 | Approval Of Scout Executive Or Advisor To Commissioner Service | |

Master of Commissioner Science Degree (MCS)

PREREQUISITES:

		Date
1	Completion of Bachelor's degree	
2	Earned Arrowhead Honor	
3	Current registration as a commissioner	
4	Current Youth Protection Training	

COURSE REQUIREMENTS:

7 additional courses at the Master's level

	Course name	Course code (e.g. BCS XXX)	Date taken
Course 1			
Course 2			
Course 3			
Course 4			
Course 5			
Course 6			
Course 7			

PERFORMANCE:

- | | | |
|---|--|--|
| 1 | Approval Of Council Or Assigned Asst. Council Commissioner | |
| 2 | Approval Of Scout Executive Or Advisor To Commissioner Service | |

Doctorate of Commissioner Science Knot

Name:		District:	
Email:		Council:	
phone:			

Doctorate of Commissioner Science Degree (DCS)

PREREQUISITES:

		Date
1	Completion of master's degree	
2	Have been awarded the Commissioner's Key	
3	Current registration as a commissioner	
4	Current Youth Protection Training	

COURSE REQUIREMENTS:

Complete a minimum of ten (10) additional courses of instruction not used to qualify for other college awards (total of 24), at least 5 of the courses at the doctor's program level as listed in the Continuing Education for Commissioners manual.

	Course name	Course code (e.g. BCS XXX)	Date taken
Course 1			
Course 2			
Course 3			
Course 4			
Course 5			
Course 6			
Course 7			
Course 8			
Course 9			
Course 10			

Thesis or Project

Completion of a thesis or project on any topic of value to Scouting in the local council. The topic and final paper must be approved by the council commissioner, or assigned assistant council commissioner, or the dean of the doctorate program and the staff advisor for commissioner service.

Performance

Serve on the College of Commissioner Science faculty (instructor or support staff) or work with training support for

Position	Date Served
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Date Submitted: _____

Date Approved: _____

Doctorate of Commissioner Science Knot

Name:		District:	
Email:		Council:	
phone:			

Doctoral Knot Requirements

Recruit at least 3 new commissioners at any level.

	Name	Position	Start Date
a			
b			
c			

Approval Of Council Or Assigned Asst. Council Commissioner

Approval Of Scout Executive Or Advisor To Commissioner Service

TENURE for Doctorate Knot: To earn the DCS Knot, the candidate should complete the DCS curriculum, staffing and project/thesis -- and serve as a commissioner for a minimum of 5 years. The service can be in one or more commissioner roles or positions of service.

	DATES	POSITION	
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			

Date Submitted: _____

Date Approved: _____

Date Awarded: _____

****Keep a copy for your own records prior to submitting the award.**

Identify a Need in Scouting for Your Topic?

- A. Why are you here?
 - 1. Personal Reasons:
 - 2. Scouting Reasons:
- B. Use your experience
 - 1. What is your Scouting job(s)?
 - 2. What is your interest-area?
 - 3. What are things you can do to improve Scouting:
 - a. In your unit(s)
 - b. In your district
 - c. In your Council
 - d. Region or National
- C. Ideas for solving the problem(s) identified
 - 1. Need for more information or awareness
 - 2. Training-additional information or expansion of existing programs, or development of new specialized programs.
 - 3. Administrative changes in the organizational structure or how things are done.
 - 4. Programs-implementation of a new event or activity or the modification of an existing (traditional) event.
- D. What is the role of the Commissioner in this problem solution? (Answers should contain at least 4 functions of the commissioner in development and implementation of the solution.)
- E. Selection of possible dissertation topics
 - 1. Something you want to do.
 - 2. Fits your experience
 - 3. Fills a need (for you or others)
 - 4. Can be done by you
 - 5. Fits your time available

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

Limiting the Scope of Your Thesis or Project

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

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

You Are Not Alone

Thesis / Project 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.

Meet with your thesis / project advisor early and often.

The thesis/project 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 thesis/project 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.

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)

Suggested Thesis/Project 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.

Thesis Topic / Project Selection

Candidate Name: _____ Date: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____

Council: _____ District: _____

Current positions(s) in Scouting: _____

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

Proposal approved by: _____ Date: _____

DCS Counselor: _____

Phone: (_____) _____ E-mail: _____

Thesis / Project 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:

Your name and current commissioner position

1. The title of your thesis or project
2. A brief paragraph describing the purpose of the thesis or project and why you choose that particular topic
3. 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 there is any doubt, discuss this with the dean early!

Once you have submitted your document, it will be reviewed by the Council 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.

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

1. Title / Cover Page - document title, authors 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)

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

The thesis/report 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 Masters Degrees were earned.

The final, approved version of the thesis/project is 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.

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, insure 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.

Writing the Thesis or Project Report

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.

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.

1. Repetition of key word.
2. Direct reference.
3. Connectives.

The transitional paragraph.

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?

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 Thesis/Project 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 – Scout, etc. 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 of your work on your computer or make a copy of all of your documentation.

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 or not further revision is required or if the thesis / project is worthy of recognition.

If the thesis / project is accepted, the printed or electronic copy will become the property of the Council 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.