

UAPP 861-010: Academic and Professional Development for Doctoral Students

Fall 2016 Selected Mondays, 3:30-6:30 Graham Hall 187

Dan Rich
University Professor of Public Policy
drich@udel.edu
182 Graham Hall

This course is designed to help new PhD students prepare for success in the doctoral program. The course has several specific goals. The first goal is to create an opportunity for new Ph.D. students to establish a community of colleagues at different stages of the program to act as a support group for doctoral study. The second is to address issues and expectations related to the key milestones in doctoral study, such as qualifying exams, dissertation proposal development, and dissertation committee formation. The third is to explore selected topics related to academic and professional development, such as research and teaching opportunities.

In addition to the scheduled meetings of UAPP861, new doctoral students are expected to attend the doctoral dissertation workshop, which will meet at the same day and time as UAPP861 but on different weeks. These sessions are noted in the schedule below. The workshop includes students registered for **UAP863: Doctoral Dissertation Proposal** and other second and third year doctoral students in Urban Affairs and Public Policy and Disaster Science and Management working on dissertation proposals. First year doctoral students have the opportunity to meet students at other stages and also learn what is expected in the development of viable dissertation proposals.

UAPP861 doctoral students are also encouraged to attend sessions of **UAPP 619: Contemporary Issues in Urban Affairs and Public Policy**. That course includes presentations by faculty of the School of Public Policy and Administration as well as some external speakers. Dr. Yanich will be pleased to have you attend as many of those class sessions as you find beneficial. This class meets on Thursday at 5-7:45 in 187 Graham Hall.

Course Requirements

Participation in the discussions is the key requirement for UAPP861. In addition to the scheduled meetings, Dr. Rich will schedule individual meetings with each student

Schedule

DATE	TOPICS
September 12	UAPP861 Factors in Ph.D. Success
September 19	Dissertation Workshop: Review of Dissertation Proposal Outline
September 26	UAPP 861 Milestones in Doctoral Success: Review of PhD Handbook
October 3	Dissertation Workshop: What is Your Research Question?
October 10	UAPP 861 Resources for Doctoral Success

October 17	Dissertation Workshop: Why is Your Research Question Significant?
October 24	UAPP 861 Professional Development Opportunities
October 31	Workshop: What is Known and Not Known About Your Research Question?
November 7	UAPP 861 Teaching and Research Opportunities
November 14	Dissertation Workshop: What are the Core/Guiding Concepts and Theories for the Exploration of your Research Question?
November 21	NO CLASS MEETING (individual student meetings to be scheduled)
November 28	UAPP 861 Ph.D. Student Progress-Issues and Option
December 5	Dissertation Workshop: How Will You Go About Your Research?

School of Public Policy & Administration
University of Delaware

PH.D. PROGRAM PLAN OF STUDY

The PhD Plan of Study form must be completed by the student in consultation with his or her academic advisor, approved by the advisor and the PhD program director, and submitted to the School Office (184 Graham Hall) no later than the end of the second semester of study. This plan of study should be reviewed each semester and updated as necessary; each update must be re-approved and re-submitted to the School Office. Students should consult with the PhD program director about possible course waivers or substitutions.

Name of Student:	ID#
E-mail:	Check one: <input type="checkbox"/> Full time <input type="checkbox"/> Part-time student
Entry Term:	Expected Date of Degree:
Name of Academic Advisor:	

First Year of Doctoral Study

Required Courses

During the first year, students should complete the following required courses.

		<i>Semester/Credits</i>
UAPP 822 Proseminar in Governance, Planning & Policy (3 credits)		
UAPP 830 Proseminar in Public Management and Leadership (3 credits)		
UAPP 801 Processes of Social Inquiry (3 credits)		
UAPP 861 Academic and Professional Development for Doctoral Students (1 credit)		

Research Design and Methods Requirements (6+ credits)

Upon admission, students are expected to have knowledge of statistics at the level of *UAPP 691 – Quantitative Analysis in Public & Nonprofit Sectors*; those without such knowledge should enroll in *UAPP691*.

Unless granted a waiver for prior graduate work, all doctoral students should enroll in UAPP 702 - Research Methods in Urban and Public Policy and UAPP808-Qualitative Methods. In addition, students must take additional coursework in research methods as appropriate to their research plan and the advice of the student's academic advisor.

UAPP 702 - Research Methods in Urban and Public Policy (3 credits)	
UAPP 691 – Quantitative Analysis in Public & Nonprofit Sectors (3 credits)	

UAPP 808 – Qualitative Methods:	
Additional Research Methods:	

Qualifying Exam

The qualifying exam is administered after the first year of full-time study and the completion of the core curriculum.

<i>Date of Qualifying Examination:</i>	
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Second Year of Doctoral Study

The central requirement of the second year of doctoral study is the development and approval of the doctoral dissertation proposal. Students should enter the second year with a preliminary design based on the work completed in UAPP 801 and additional refinements over the summer.

All students must register for UAPP863: Doctoral Dissertation Proposal in the fall semester of the second year. All doctoral students enrolled in UAPP863 will participate in a dissertation proposal workshop that will continue in the spring semester through enrollment in UAPP867: Doctoral Dissertation Workshop.

Semester	
UAPP 863: Doctoral Dissertation Proposal	
UAPP 865: Doctoral Dissertation Workshop	

The student's prospective doctoral dissertation supervisor (who will become the chair of the doctoral dissertation committee) should be identified as early as possible in the second year of study. The doctoral dissertation supervisor must hold a faculty appointment in the School of Public Policy and Administration.

Coursework in Support of the Doctoral Dissertation Proposal

All coursework selected in the second year should be in support of the development of the doctoral dissertation proposal

<i>Select courses in your area of research:</i>	<i>Semester/Credits</i>

Before the start of the third year of full-time study, students should formally defend their doctoral dissertation proposals to their full dissertation committees.

Date of successful defense of dissertation

Entry into official candidacy for the Ph.D. degree occurs after the dissertation proposal has been successfully defended and approved. To accomplish this, student should obtain the *Recommendation for Candidacy for Doctoral Degree* form from the School's Academic Administration Office (184 Graham Hall) prior to their defense, and then obtain the signatures of committee members on this form upon the successful defense of their proposal. The completed form must then be submitted to the School's Academic Administration Office. Once the dissertation proposal is approved, final grades are submitted for UAPP863 and UAPP867.

The committee must be composed of at least four and no more than six members. The committee chair and at least one other member must hold faculty appointments in the School of Public Policy and Administration. In close consultation with the faculty member who will be the chairperson of the committee, the student then identifies the remaining members of the dissertation proposal committee. Each dissertation committee must have one individual from outside of the School: from another academic department of the university or from outside the university.

Membership of Dissertation Committee:

Chairperson:

Member:

Member:

Member:

Member:

Member:

Third Year of Doctoral Study

Doctoral Dissertation Research

The defended proposal must be approved by the beginning of the fall semester of the third year in order for the student to enter doctoral candidacy and to register for the required 9 credits of doctoral dissertation research in the fall semester of the third year. After registering for these 9 credits, doctoral candidates may then enter sustaining status in the spring semester of the third year.

Registration for dissertation research credits:

Semester Begun

UAPP - 969 Dissertation Research (9 credits)	
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| ***Working title of dissertation:*** | |

The focus of the third year is on carrying out the approved research design. The typical benchmark for the end of the third year is the completion of the conceptualization, data acquisition, and analysis approved in the dissertation proposal. At the end of the third year, this work should be completed. During the third year, portions of the dissertation manuscript (such as the problem statement, conceptualization, and literature review) should be drafted on a timetable agreed upon with the chair of the student's dissertation committee.

Teaching and Research Experience

Because students are typically engaged in their doctoral research, the third year of study is also an appropriate time for doctoral students to fulfill the teaching and research experience requirements.

Research Experience Requirement:

The Research Experience Requirement is satisfied by the student producing a paper of "publishable quality." The determination of "publishable quality" is made by the faculty member who supervised the preparation of the paper. Presentation of this paper by the student at an appropriate academic conference is encouraged but not required. The paper may be produced through the student's research assistantship, or by the student registering for *UAPP 869 Research*.

Description of how this requirement is satisfied:

Teaching Experience Requirement:

The Teaching Experience Requirement is satisfied by the student being a Teaching Assistant (TA) for at least one semester, by approved prior teaching experience or by teaching a college level course. The requirement may also be completed through completion of the University's Higher Education Teaching Certificate Program.

Description of how this requirement is satisfied:

Fourth Year of Doctoral Study

The fourth year of study should be devoted to completing the doctoral dissertation. Drafting the full dissertation manuscript is a formidable task and typically involves multiple revisions of chapters. Students should plan to submit a full draft of the manuscript to the dissertation committee chair for review by the end of the fall semester of the fourth year. The chair will advise the student on when the manuscript should be reviewed by other members of the

committee, but in all cases, the members of the committee must have the opportunity to review and comment on a draft of the dissertation prior to the formal defense.

The formal defense should be scheduled by March of the fourth year of full-time study in order to enable the student to make any necessary revisions prior to submitting the final manuscript for graduation in May of the fourth year.

The defense of a doctoral dissertation is a formal public event. The chair of each committee and the doctoral student must coordinate with Linda Boyd on the scheduling and public announcement of the dissertation defense.

<i>Dissertation Committee:</i>
Chairperson:
Member:

<i>Final Title of dissertation:</i>
<i>Date of successful defense of dissertation :</i>

Approval of Ph.D. Plan of Study

Date initially approved: _____ Advisor's signature: _____

Date revised: _____ Advisor's signature: _____

Date revised: _____ Advisor's signature: _____

Date revised: _____ Advisor's signature: _____

Final approval by Director: _____ Date: _____