

Doctoral Dissertation Proposal Workshop

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

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This workshop is designed to help doctoral students develop, submit and defend a viable doctoral dissertation proposal by the end of the second year of doctoral study. All doctoral students who have completed the qualifying exam and not yet been admitted to doctoral candidacy are expected to participate in the workshop even if they registered for UAPP863 in an earlier semester. The workshop will continue in the spring through UAPP865. Students in the DISA doctoral program will join students in the UAPP doctoral program. First year doctoral students have been invited to join the workshop, although they will not complete the written assignments at this time.

The workshop will be organized to follow the dissertation proposal outline below. Students will draft and discuss the various elements of the outline that will be incorporated in their own proposals. Students also will review and advise other doctoral students in the development of their proposals. We also will review the issues that must be addressed in developing a proposal, forming a committee, carrying out dissertation research and developing the dissertation manuscript.

In addition to the scheduled workshop sessions, the faculty instructors will be available to meet with students individually and also to facilitate meeting with other faculty who may be helpful for the development of each student's dissertation proposal. Students are encouraged to share what they produce in the workshop with other faculty. If a prospective dissertation chair has been identified, students should consult regularly with the faculty member.

All doctoral students should review the new PhD Student Handbook now posted at the SPPA website:

http://www.sppa.udel.edu/sites/sppa.udel.edu/files/SPPA%20PhD%20Handbook%209%2003%2013_0.pdf

Please also review the new Plan of Study Form attached to the syllabus.

Doctoral Dissertation Proposal Outline

The following outline represents a framework for a successful dissertation proposal. Each dissertation proposal is distinctive, but all proposals typically include the elements described below. Faculty committees may require more or different components. Dissertation proposals typically are 40 to 50 double-spaced pages not including references and the annotated bibliography. Citations and references must be in APA style.

1. Statement of the Research Question: What is being studied?
 - What are you attempting to investigate?

- Why was this topic selected? What is the rationale for the research?
 - What information/analysis is required to extend our knowledge of these questions/problems?
2. Significance of the Research Question: Why is this important?
 - To whom and for what is the research useful?
 - What is the societal significance of your research: scope, magnitude, impacts, consequences
 - What is the scholarly significance of your research: contributions to/extensions of literature
 - What is the personal significance of your research: value for your own intellectual, professional and career objectives?
 3. Literature Review and Analysis: What is known and not known about the Research Problem?
 - What is the current state of knowledge (theoretical, empirical and public knowledge) of the research problem?
 - What are the gaps or limits in what is known?
 - What will your research add to our knowledge?
 - Will you build on earlier research or initiate a new line of analysis?
 4. Conceptual Framework: What are your central/guiding concepts about this research question?
 - What theories will you utilize in your research?
 - Why were these theories chosen?
 - What are the strengths, weaknesses, and limits of the concepts, models, or theories selected?
 - What contribution do you intend to make to the further development of these or other concepts, models or theories?
 - Do you have hypotheses/propositions to be tested in this research? What are they and what constitutes an appropriate scholarly test?
 5. Methodology and Data: How will you go about the research?
 - What data/information do you need to carry out your research?
 - How will you obtain the needed data/information?
 - What are the methods you will use to acquire, organize, analyze and interpret data?
 - Why were these methods chosen?
 - What are the strengths, weaknesses, and limits of these methods and how do these impact your research?
 - What issues/obstacles do you face in carrying out this research methodology and how will these be addressed?
 - Are there ethical/political considerations in carrying out your research? If so, how will those be addressed?

6. Outcomes, Impacts, Implications: What are the anticipated major scholarly contributions from your research? What are the anticipated major societal or policy implications and impacts?
7. Chapter Outline: Table of Contents for the Dissertation Manuscript
This should be in narrative form with at least a paragraph description of each chapter.
8. Annotated Bibliography: a minimum of 50 scholarly publications (books, articles, monographs).
Each annotation should include a complete citation using approved APA style, and should be no more than 1-2 paragraphs in length.

Schedule

<i>DATE</i>	<i>TOPICS</i>
September 12	Meet with New Ph.D. Students to Discuss Factors in Ph.D. Student Success
September 19	Workshop Plan and Logistics and review of Dissertation Proposal Outline
October 3	What is Your Research Question?
October 17	Why is our Research Question Significant?
October 31	What is Known and Not Known About Your Research Question?
November 14	What are the Core/Guiding Concepts and Theories for the Exploration of your Research Question?
December 5	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.

<i>Semester</i>	
UAPP 863: Doctoral Dissertation Proposal	
UAPP 867: 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 their full dissertation committees.

<i>Date of successful defense of dissertation</i>	
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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.

<i>Membership of Dissertation Committee:</i>
Chairperson:
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.

<i>Registration for dissertation research credits:</i>	<i>Semester Begun</i>
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UAPP - 969 Dissertation Research (9 credits)	

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.

<i>Research Experience Requirement:</i>
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 <i>UAPP 868 Research</i> .
Description of how this requirement is satisfied:
<i>Teaching Experience Requirement:</i>
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: _____