



UNIVERSITY OF DELAWARE

BIDEN SCHOOL OF PUBLIC POLICY & ADMINISTRATION

PUBLIC POLICY AND ADMINISTRATION PH.D. PROGRAM PLAN OF STUDY

Updated November 2020, Approved May 2021, Updated May 2022

The Ph.D. Program Plan of Study must be completed by the student in consultation with the student’s academic advisor. The Plan of Study must be submitted by the end of each academic year as part of the Doctoral Student Annual Review Process. Course requirement waivers and substitutions must be approved by the Program Director.

Student Information

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:		

Curriculum Overview

The Public Policy and Administration PhD Program curriculum includes a prescribed substantive core in public policy and administration, and research design and methods taken mostly in the first year of the program, and a flexible, student choice-driven set of advanced substantive topic-based courses and advanced research methods taken mostly in the second year of the program.

- **Substantive Core:**
 - Required courses (3): public policy theory, public administration theory, and advanced public policy and administration
 - Advanced courses (3): select three additional doctoral level courses in a substantive policy or administration area
- **Research Design and Methods:**
 - Required courses (5): research design, epistemology/logics of inquiry, introduction to quantitative analysis, introduction to qualitative analysis, and a dissertation proposal workshop
 - Advanced course (1): select one additional advanced research methods course

Curriculum Overview

Core Substantive Classes		Credits
Public Policy Theory	Public Policy Theory (UAPP 822)	3
Public Administration and Management Theory	Public Administration Theory (UAPP 830)	3
Advanced Public Policy and Administration	Advanced Public Policy and Administration (SPPA 840)	3
Policy and/or Administration "Substantive Area"		
Take a Minimum of 3 Courses in a Substantive Policy or Administration Area	choose from list of pre-approved courses or seek approval from PD	9
Professional Development		
Professional Development	Professional Development (SPPA 861)	2
Research Design		
Epistemology	Processes of Social Inquiry (UAPP 801)	3
Research Design	Research Design (SPPA 800)	3
Research Methods		
Quantitative Analysis	Advanced Quantitative Methods (SPPA704)	3
Qualitative Analysis	Qualitative Research Methods (SPPA 808)	3
Advanced Methods & Analysis	Advanced Quantitative or Qualitative Analysis (choose one from list of approved courses or seek approval from PD)	3
Independent Research		
Dissertation Proposal	Dissertation Proposal Workshop (SPPA 863)	3
Dissertation Credits	Doctoral Dissertation (SPPA 969)	9
Total Credits		47

Foundational Courses

Students are expected to have taken a graduate level course in quantitative analysis/statistics, research methods, and public policy. If the student has not taken these courses, they may be required to complete foundational courses as preparation for doctoral-level study. These courses are required to be completed prior to enrollment in the core doctoral curriculum.

- **Quantitative Analysis/Statistics:** Students are expected to have knowledge of statistics at the level of UAPP 691 – Quantitative Analysis in Public & Nonprofit Sectors.
- **Research Methods:** Students are expected to have knowledge of social science design and methods training at the level of UAPP 702 – Research Methods in Urban and Public Policy.
- **Public Policy:** Students are expected to have knowledge of public policy theory and concepts at the level of UAPP701 - Public Policy.

	Required (Y/N)	Semester Completed
UAPP691- Quantitative Analysis in Public and Nonprofit Sectors		
UAPP- 702- Research Methods in Urban and Public Policy		
UAPP 701- Public Policy		

Yearly Curriculum Overview

The table below displays the typical four-year sequence of courses for students in the program. Students in the program typically enroll in 9-10 credits per semester.

Students take the qualifying exam at the end of the first year of the program, and are expected to defend their dissertation proposal at the end of their second year.

The primary focus of the final two years of the program is completion of the dissertation.

Semester	Required Courses				Credits	Benchmarks
Fall 1	Public Administration Theory (UAPP 830)	Logics of Inquiry (UAPP 801)	Research Design (SPPA 800)	Professional Development (SPPA 861)	10	
Spring 1	Public Policy Theory (UAPP 822)	Advanced Quantitative Methods (SPPA 704)	Substantive Area Course (1 of 3)	Professional Development (SPPA 861)	10	Qualifying Exam
Fall 2	Substantive Area Course (2 of 3)	Advanced Methods and Analysis (see approved course list)	Qualitative Methods (see approved list) OR Substantive Area Course (3 of 3)		9	
Spring 2	Advanced Public Policy and Administration (SPPA 840)	Dissertation Development Course (SPPA 863)	Qualitative Research Methods (SPPA 808) OR Substantive Area Course (3 of 3)		9	Proposal Defense
Fall 3	Pre-Candidacy (SPPA 964) or Dissertation Credits (SPPA 969)				9	
Spring 3	Sustaining				Sustaining	
Fall 4	Sustaining				Sustaining	
Spring 4	Sustaining				Sustaining	Dissertation Defense
					47	

Year 1

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

	Semester Completed
<i>Fall Semester</i>	
UAPP 830: Public Administration Theory (3 credits)	
UAPP 801: Logics of Inquiry (3 credits)	
SPPA 800: Research Design (3 credits)	
SPPA 861: Professional Development (1 credit)	
<i>Spring Semester</i>	
UAPP 822: Public Policy Theory (3 credits)	
SPPA 704: Advanced Quantitative Analysis (3 credits)	
OPEN: recommended to take a “substantive area” policy or administration course or a research methods course* (3 credits) OR a Research Methods Course* (3 credits)	
Course taken:	
Requirement fulfilled:	
SPPA 861: Professional Development (1 credit)	

*See Appendix for a list of courses that can be taken to satisfy these requirements.

Qualifying Exam

The qualifying exam is administered after the first year of full-time study and the completion of the core curriculum. The exam places emphasis on the interconnected nature of the content of the core courses and establishes a means to evaluate competency to proceed to the next stage of doctoral study. The exam is typically administered in June of each year.

The qualifying exam is graded pass or fail. Students must pass the qualifying examination. The faculty examination committee may apply an interim grade of “conditional pass” for a student who is required to resubmit a portion of the qualifying exam, or complete other developmental activities recommended by the committee before the final grade is assigned. Students can also be awarded a “pass with distinction” if the exam is assessed to be exceptional.

See the *Preparing for the Public Policy and Administration Exam Guide* for more information on the content and expectations of the exam.

Date of Qualifying Exam	
Qualifying Exam Assessment (High Pass/Distinction, Pass, Conditional Pass, Fail)	
Conditions (if applicable)	
Date for Completion of Conditions	

Year 2

During the second year, students should complete the majority of the required courses for the degree.

	Course	Semester Completed
SPPA 840: Advanced Public Policy and Administration Course	SPPA 840	
SPPA 863: Doctoral Dissertation Proposal Development	SPPA 863	
Advanced Substantive Area Courses*		
1 st of 3 required		
2 nd of 3 required		
3 rd of 3 required		
Qualitative Methods Course*		
Advanced Research Methods and Analysis Course*		
Additional Courses Taken		

*See Appendix for a list of courses that can be taken to satisfy these requirements.

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 Biden School.

Dissertation Proposal

The central requirement to be completed before the start of the third year of doctoral study is the development, public defense, and approval of the doctoral dissertation proposal. See the *Biden School Dissertation Proposal Guidelines* for more information on the expectations for the content and format of the dissertation proposal.

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 Biden 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. See the *Graduate College Dissertation Committee Guidelines* for more on the specific policies related to dissertation committee composition.

Date of Dissertation Proposal Defense	
Dissertation Chair	
Dissertation Committee Member	
Dissertation Committee Member	
Dissertation Committee Member	

Entry into official candidacy for the Ph.D. degree occurs after the dissertation proposal has been successfully defended and approved. To accomplish this, student must complete the *Recommendation for Candidacy for Doctoral Degree* form which can be obtained from the Graduate Coordinator 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. See the *Biden School Dissertation Proposal Defense Policy* for more information on the administrative requirements and process related to the proposal defense.

Once the dissertation proposal is approved, final grades are submitted for SPPA 863.

Year 3

Coursework beyond the second year should complete any course requirements not fulfilled in the first two years of the program. Additional courses may also be taken that support the development of the dissertation proposal or enhance the research skills or knowledge needed to complete the dissertation.

Students who have completed all other course work but have not defended their proposal should register for pre-candidacy credits (SPPA 964) at the minimum required to maintain full-time status (9 credits).

Students who have defended their dissertation proposal (and are doctoral candidates) by the beginning of the fall semester should register for 9 credits of Dissertation Research (SPPA 969), and for 9 credits on sustaining status in the spring semester (UNIV 999).

	Semester Completed
Fall Semester	
SPPA 969: Dissertation Research (9 credits) <i>OR</i> SPPA 964: Pre Candidacy (up to 9 credits)	
Additional Courses Taken	
Spring Semester	
UNIV 999: Sustaining Status	

Year 4

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. See the *Biden School Dissertation Defense and Submission Guidelines* for more information on the relevant policies and timelines related to the dissertation defense and graduation.

Dissertation Title	
Date of Dissertation Defense	
Dissertation Chair	
Dissertation Committee Member	
Dissertation Committee Member	
Dissertation Committee Member	
Dissertation Committee Member	

Annual Review and Approval of Plan of Study

At the conclusion of each academic year, all students will be reviewed by the Program Director and Program Committee for professional development and mentorship opportunities and to determine if adequate progress has been made. Each year, students must submit their updated *Plan of Study* and *Annual Review* documents to the Program Director by July 1st. In the instance where a student is judged by the Program Committee as not making sufficient progress, the Committee may require specific steps be taken to remedy the situation. Students who fail to meet these requirements will be assessed for the potential to earn the Masters in Urban Affairs and Public Policy as described in the Program Policy Statement or will be recommended for dismissal from the program.

	Advisor	Program Director
<i>Year 1 Approval</i>		
<i>Year 2 Approval</i>		
<i>Year 3 Approval</i>		
<i>Year 4 Approval</i>		

Appendix: List of Approved Courses for Curricular Requirements

Quantitative and Qualitative Research Methods and Analysis Requirement

The courses listed below can be used to satisfy the foundations, introductory, and advanced quantitative and qualitative research methods and analysis requirement.

Enrollment in the non-Biden School courses listed below are not guaranteed. Individual course instructors determine whether the student has the appropriate prerequisite knowledge as well as whether there is space available to allow enrollment.

Other University of Delaware and Biden School graduate courses (600, 700, or 800 level) can also be approved to meet this requirement. Approval must be obtained prior to enrollment from the academic advisor.

Foundations Quantitative Analysis	Introductory Quantitative Analysis	Introductory Qualitative Analysis	Advanced Quantitative or Qualitative Analysis
SPPA 691	SPPA 704	SPPA 808	SPPA 718
POSC 815	SOCI 614	SOCI 606	SOCI 625
BHAN 856		EDUC 850	SOCI 676
EDUC 856			POSC 817
EDUC 874			BAMS 650
			BHAN 855
			EDUC 812
			EDUC 826
			EDUC 852*
			EDUC 858
			EDUC 859
			EDUC 862
			EDUC 867*
			EDUC 873

*Requires academic advisor approval.

Substantive Policy or Administration Requirement

The courses listed below can be used to satisfy the requirement to complete three doctoral level courses in a substantive policy or public administration area (in addition to the three required core public policy and administration courses).

Other University of Delaware and Biden School graduate courses (600, 700, or 800 level) can also be approved to meet this requirement. Approval must be obtained prior to enrollment from the academic advisor. The instructor of the course and the student must arrange for advanced content to be included for the course to satisfy the doctoral requirement.

Another option for courses to meet this requirement is to arrange for an independent study course (UAPP 870 or UAPP 868) with a Biden School faculty member. For an independent study course to be used as one of the required advanced substantive area courses, a structured course reading list and an assessment plan must be provided (e.g. assignments and grading plan).

Doctoral Level Courses
UAPP 709: Advanced Economics in Public and Nonprofits
UAPP 821: Technology, Environment and Society
UAPP 823: Social Policy
SPPA 866: Special Topics in Public Policy and Administration